



## Job Descriptions

**JOB TITLE: CERTIFIED NURSING ASSISTANT**  
Revised January 2002

(Applicant Name)

(signature)

(Date)

### **SUMMARY:**

Performs technical duties in the field of patient care and participates in the general health care of patients by providing assistance for cleanliness, grooming, rest, activity and nourishment. Assist the professional staff in maintaining a safe, therapeutic environment. Works under the direct supervision of the shift leader and administrative direction of the Health Services Administrator.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Contribute to the success of FCM.
- ☐ Takes and records vital signs, as well as, monitors intake and output. Provides patient care including bathing patients, mouth care, back care, serving food trays, feeding patients, assisting with ambulation, administering foot soaks, administering hot and cold packs, turning, positioning and transferring patients.
- ☐ Perform CPR when necessary. Keep CPR certification current with American Heart Association.
- ☐ Observes and reports changes in patient's condition; assists the physician or nurse with complex procedures such as suturing, EKG's, and recording observations of patients; assists in admission and discharge of patients
- ☐ Performs complex and technical nursing procedures under supervision including unsterile dressing changes, performing urine and fingerstick glucose tests
- ☐ Conduct peripheral venipuncture to collect blood samples as backup if nursing staff/lab tech unavailable
- ☐ Sets up and operates complex technical therapeutic equipment; instructs and supervises patients in various rehabilitation therapies
- ☐ Assists in the maintenance of a safe, comfortable facility environment; obtains and stores nursing supplies; cleans and sterilizes instruments and equipment
- ☐ Ensures supply security, replaces facility working stocks, and maintains the upkeep of facility supply room and medical equipment, maintains PAR levels
- ☐ Maintains patient's privacy and confidentiality of information and records at all times
- ☐ Practices basic cost containment and utilization management for patient care and facility operations
- ☐ Prioritizes and organizes work so that required assignments are completed within specific time frame

- ☐ Promotes positive interpersonal relationships among co-workers and security
- ☐ Participates in in-service orientation and continuing education classes. Yearly obtains 12 hours of continuing education/in-service hours to meet NCCHC standards
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas for medical treatment.
- ☐ Assist in restraining an inmate/resident.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Properly chart medical care.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals.
- ☐ Compute rate, ratio and percent.
- ☐ Experience exposure to body fluids and experience encounters with deceased or contagious persons.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contractual requirements.
- ☐ Interpret a variety of instructions furnished in oral, written, diagram or schedule form.
- ☐ Any and all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ Certificate of completion of CNA course.
- ☐ Certification as CNA in state of employment.
- ☐ High school graduate or GED.
- ☐ A valid driver's license.
- ☐ Current CPR certification.

### SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: COMMUNICABLE INFECTIOUS DISEASE NURSE**  
Revised January 2002

(Applicant Name)

(signature)

(Date)

**SUMMARY:**

The Communicable Infectious Disease Nurse (CID) functions under the supervision of the RN Supervisor(s) and the Health Services Administrator. The CID Nurse is a professional caregiver who assumes responsibility and accountability for a group of patients for a designated time frame and provides care to these patients via therapeutic use of self, the nursing process, the environment, instrumentation, and other health care team members. The primary focus of the CID Nurse is to provide care required by the inmate patient identified with one or more infectious disease process utilizing established policies, procedures and treatment regimens under the direction of a licensed physician or mid-level provider. The CID Nurse may be assigned to orient and assume the duties and responsibilities of the Quality Assurance Nurse in his/her absence.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Provide the appropriate level of wholly compensatory, partially compensatory, or supportive care required to meet the identified biological, symbolic, and social needs used in the Nursing process.
- ☐ Provide an environment conducive to safety for patients and employees. The CID Nurse will assess risks to the patient's safety and implement the appropriate precautions. The CID Nurse will comply with the appropriate and approved standards of FCM.
- ☐ Utilizes the appropriate leadership skills in delegating, directing and evaluating nursing staff who assists in the implementation of the CID programs.
- ☐ Maintains current master list of inmates and employees with on-going CID needs or documented completion of CID services.
- ☐ Plans, coordinates and implements all public Health Programs required by state codes.
- ☐ Tuberculosis Control Program
- ☐ Screening Program – Ensures that appropriate annual screening is provided to all assigned inmates and employees. May include one or more of the following:
  - 1). Skin test administered, read and recorded
  - 2). Chest X-ray
  - 3). Physical exam
  - 4). Appropriate follow up is initiated
- ☐ TB cases – Ensures that sputum samples are collected properly and laboratory requests are completed accurately.

- ☐ Chronic Clinics – Ensures that patients are scheduled to appropriate clinician (physician, physician assistant), monitors medication compliance.
- ☐ Nursing, Chronic Clinic – Sees patients on Chemoprophylaxis monthly.
- ☐ Reports as required using TB 400.
- ☐ Contact investigation and referral when appropriate. Maintains telephone log.
- ☐ HIV program
  - ☐ Chronic Clinics – ensures that patients are scheduled to appropriate clinician (physician, mid-level provider).
  - ☐ Reports as required using HIV Demographic Form.
  - ☐ Provides pre- and post-test counseling.
  - ☐ Conducts or facilitates partner notification as required.
  - ☐ Tracks all HIV testing. Maintains telephone log.
- ☐ Sexually transmitted diseases.
  - ☐ Ensures that medications are given, recorded and appropriate laboratory tests are obtained as ordered by physician or mid-level provider.
  - ☐ Report as required using HO-150 and/or HO 150A.
  - ☐ Institutes contact investigation as required. Maintains telephone log.
- ☐ Immunizations
  - ☐ Coordinates and ensures that immunizations are given and recorded.
  - ☐ Gives and records employee hepatitis immunizations. Maintains master employee list that is current at all times.
  - ☐ Coordinates follow up on immunizations as indicated.
- ☐ Ectoparasite Control
  - ☐ Assists physicians or mid-level providers as required.
  - ☐ Coordinates environmental ectoparasite control with correctional staff.
- ☐ Infection Control
  - ☐ Serves as Infection Control Committee.
- ☐ Occupational Exposure to HIV/HBV.
  - ☐ Coordinates potential occupational exposure follow-up to HIV/HBV.
  - ☐ Reports information as required on form.
- ☐ Serves as unit resource and provides education as required to patients and staff. The CID Nurse will be the focal point for dissemination of information on infectious diseases.
- ☐ Coordinates and conducts CID meetings ensuring that information is shared with the Health Services Administrator and members of the health services staff.
- ☐ Keeps unit CID manual current.
- ☐ May be requested to train and audit CID functions as part of Quality Assurance Program.
- ☐ Serves on Quality Assurance Committee and submits reports to the QA Committee on a monthly basis.
- ☐ Coordinates and ensures that annual inmate physical examinations are performed.
- ☐ Prepares and maintains unit statistical reports for submission to Quality Assurance Coordinator.

- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outside provider agencies.
- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but use sound independent judgment in meeting the responsibilities and performing the duties of the position.
- ☐ Regularly evaluate the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Review medical files to determine all provided services are documented.
- ☐ Closely monitor all potential catastrophic illnesses.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Provide health counseling and health education on individual or group basis, as required.
- ☐ Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced on the shifts; properly processes all reports and documents in a timely manner.
- ☐ Read, analyze, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract.
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Assist in restraining and inmate/resident.
- ☐ Engage in functions in confined areas to include working rotating shifts and physically checking the doors, windows and other areas to verify they are secure.



- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Take appropriate action to prevent or diffuse potentially disruptive situations.
- ☐ Inspect unclothed inmates/residents with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons.
- ☐ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ☐ Properly chart medical care.
- ☐ Define problems, collect data, establish facts and draw valid conclusions.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Any or all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ CID/HIV certifications per state administrative standards.
- ☐ Current CPR certification
- ☐ A valid driver's license is required.
- ☐ Graduate of an NLN accredited school of nursing with current registration or a current work permit from the state nursing board from the state of employment.

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: DENTAL ASSISTANT**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature) (Date)

### **SUMMARY:**

The Dental Assistant serves under the general direction of the on-site Dentist. Performs direct and indirect patient care procedures as well as general clinical and clerical support tasks, as specifically delegated or directed by the Dentist. Performs chair-side assistance during patient care procedures. Work includes tasks which the dental assistant is legally trained and qualified to perform, and which are necessary for the efficient delivery of quality care. Ultimately works under the administrative direction of the Health Services Administrator.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Takes and records patient health history and vital signs; performs radiography, dental laboratory techniques, offender dental health orientation, and patient education.
- ☐ Provides assistance in preventive, periodontic, restorative, endodontic, prosthodontic, and oral surgery procedures; assists with dental screening and recording clinical findings, treatment information and data.
- ☐ Maintains general clinic orderliness and cleanliness; performs sterilization and disinfection of instruments and equipment; assists with inventory, maintenance and ordering of supplies, instruments and equipment.
- ☐ Performs general clerical tasks including patient scheduling, coordinating clinic visits, collecting and assembling patient treatment information and data; handles and monitors patient and clinic records, forms, files, and prepares and submits related reports.
- ☐ Must have a thorough knowledge of current dental office practices and procedures in the delivery of dental care, in the prevention and control of dental disease and in infection control procedures for the safety of the patients and staff.
- ☐ Must be skilled in the performance of basic dental assistant duties, methods and techniques.
- ☐ Maintains patient's privacy and confidentiality of information and records at all times
- ☐ Practices basic cost containment and utilization management for patient care and facility operations
- ☐ Prioritizes and organizes work so that required assignments are completed within specific time frame
- ☐ Promotes positive interpersonal relationships among co-workers and security

- ☐ Participates in in-service orientation and continuing education classes. Obtains continuing education/in-service hours to meet NCCHC standards
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas for medical treatment.
- ☐ Assist in restraining an inmate/resident.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Properly chart dental care.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals.
- ☐ Compute rate, ratio and percent.
- ☐ Experience exposure to body fluids and experience encounters with deceased or contagious persons.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contractual requirements.
- ☐ Interpret a variety of instructions furnished in oral, written, diagram or schedule form.
- ☐ Any and all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ High School graduate or GED equivalent
- ☐ Any one of the following:
  - ☐ Currently Certified Dental Assistant by having met the criteria established by the Dental Assisting National Board, Inc.
  - ☐ Six (6) months clinical experience including:
    - Previous registration or training to perform dental radiologic procedures; or
    - Having taken and passed the Dental Radiation Health and Safety Examination
- ☐ Current CPR certification
- ☐ A valid driver's license preferred

### SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: CORRECTIONAL DENTIST**  
Revised January 2002

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(Applicant Name)

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(signature) (Date)

**SUMMARY:**

The Correctional Dentist performs responsible professional services under the general direction of the FCMI Medical Director and Health Services Administrator, with latitude for exercise of independent judgement. Services involve providing general direct dental care for the inmate population of a correctional facility as well as providing professional and administrative management of dental services, ensuring conformance with policies and procedures.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Provides direct dental diagnostic and treatment services to patients including preventative, periodontic, restorative, endodontic, minor oral surgical and exodontic, and prosthodontic services.
- ☐ Provides guidance and technical supervision to dental hygienists, and dental assistants in the performance of direct and indirect patient care services; coordinates dental clinic operations with the Health Services Administrator.
- ☐ Performs documentation in dental health records; establishes and maintains an effective clinical patient scheduling system; provides referrals; ensures maintenance of records on dental clinic operations and prepares related to reports as directed.
- ☐ Coordinates and participates in patient education programs and services; provides consultation, guidance, and inservice education to other Health Services staff.
- ☐ Knowledge of current methods, practices procedures, and techniques of providing quality diagnostic and treatment services in the categories of preventative, periodontic, restorative, endodontic, minor oral surgical and exodontic, and prosthodontic services.
- ☐ Skill in the supervision and provision of quality diagnostic and treatment services as described above.
- ☐ Skill in documentation of dental health records, maintenance of accurate records related to services provided, and preparation of related reports.
- ☐ Skill in providing guidance and technical supervision to subordinate dental staff.
- ☐ Skill in providing patient education services.
- ☐ Skill in coordinating dental clinic operations and in providing liaison with Health Services Administration and other departments.
- ☐ Refers patient to specialists for consultations, evaluations and treatments.

- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outside provider agencies.
- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but uses sound independent judgement in meeting the responsibilities and performing the duties of the position.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Regularly evaluates the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Closely monitor all potential catastrophic illnesses.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Observe and record inmate/resident behavior.
- ☐ Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts.
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Assist in restraining an inmate/resident.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Provides a variety of marginal duties to be determined and assigned as needed.



**QUALIFICATIONS:**

- ☐ Current registration of license to practice dentistry in the state of employment.
- ☐ Current controlled substance registration certificate in the state of employment.
- ☐ Current Drug Enforcement Administration (DEA) controlled substance registration certificate.
- ☐ Current certification in CPR.
- ☐ At least two years of general clinical practice.
- ☐ A valid driver's license required.

**SUMMARY OF CURRENT  
JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: CORRECTIONAL DIETITIAN**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature) (Date)

**SUMMARY:**

The correctional dietitian plans and implements all professional nutritional services in prisons, jails and detention centers. Work involves providing nutritional care, nutritional education, menu planning, and in-service training services. The dietitian coordinates with personnel engaged in preparing food for inmates.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Conduct nutritional assessments and record dietary history.
- ☐ Counsel and educate staff and inmates on appropriate diets, menu planning and preparation of food to treat disease and to enhance and maintain optimum health.
- ☐ Plan appropriate diets and menus to meet the needs of individuals whose medical condition can be treated or controlled by therapeutic nutrition, especially diabetic, chronically ill, pregnant and oral surgery patients.
- ☐ Develop curriculum and prepares manuals, visual aids, course outlines, and other materials used in teaching health professionals and inmates.
- ☐ Function as an interdisciplinary team member in developing overall care plans.
- ☐ Provide follow-up for continuity of care
- ☐ Observe meals to evaluate conformity to dietary prescriptions and food service standards, including sanitation, palatability, appearance and nutritional quality.
- ☐ Plan and implement quality assurance activities for dietetic services in coordination with quality assurance nurse, including compliance with federal, state, ACA and NCCHC standards and regulations.
- ☐ Adjust therapeutic plans and menu cycles for nutritional adequacy, balance and variety, food availability, and budgetary control.

- ☐ Calculate nutritional values of food served and determine serving size, frequency, and method of preparation of foods.
- ☐ Train and supervise others as necessary.
- ☐ With guidance of corporate counsel, provide expert testimony in court and administrative hearings.
- ☐ Other duties and responsibilities as assigned.

### **QUALIFICATIONS:**

- ☐ Knowledge of the principles of human nutrition; diet therapy principles and practices; and menu planning principles and practices.
- ☐ Knowledge of food service operations, including food preparation, sanitation, and procurement.
- ☐ Ability to formulate treatment plans and make clinical judgements involving diet therapy, using the *Manual of Clinical Dietetics* and *Manual of the American Dietetic Association*.
- ☐ Graduation from an accredited university with a degree in nutrition or dietetics.
- ☐ Must have and maintain appropriate licensing for state of employment.
- ☐ Minimum of two years experience preferred.
- ☐ A current CPR certification is required.

### **SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	<2	
Standing	<4	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	50		X		
Carrying up to	50		X		
Pushing up to	50		X		
Pulling up to	50		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling	X			
Ladder Climbing	X			
Stair Climbing		X		
Other Climbing	X			

GROUP IV	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases		X		
Being near moving machinery		X		
Working from heights	X			
Exposure to infectious diseases		X		
Driving		X		
Mental alertness				X

### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, facsimile.

Travel: Occasional local and long distance ground travel; occasional long distance air travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally lift and/or move up to 50 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: HEALTH SERVICES ADMINISTRATOR**  
Revised January 2002

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(Applicant Name)

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(signature) (Date)

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**SUMMARY:**

The Health Service Administrator (HSA) manages the facility's medical program activities based on corporate goals, objectives and philosophy and in compliance with all applicable policies, procedures, laws, regulations and standards.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Report directly to the Warden/Facility Administrator or designee in daily operations of the medical department; consult with Corporate Medical Director on contractual health care issues.
- ☐ Maintains excellent open lines of communication between facility and corporate office.
- ☐ Perform CPR when necessary. Keep CPR certification current with American Heart Association.
- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outside provider agencies.
- ☐ Uses established corporate, facility and correctional policies and procedures in making decisions, but use sound independent judgment in meeting the responsibilities and performing the duties of the position.
- ☐ Assist in the formulation of facility policy for the medical unit; interpret, enforce and adhere to policies, procedures, or contract requirements.
- ☐ Recruit, orient, schedule, train, supervise and evaluate the performance of nursing and department clerical personnel.
- ☐ Communicate responsibilities, authorizes and accountability to all direct support staff, so that they are clearly defined and understood.
- ☐ Motivate and encourage staff to perform their duties consistent with policy and procedures.
- ☐ Complete an annual written evaluation on all staff who are under direct supervision.
- ☐ Make recommendations and/or decisions on matters such as employment, retention, promotion and other personnel actions.
- ☐ Verify that all medical personnel have appropriate licensure and insurance coverage, if applicable.

- ☐ Routinely review payroll and the use of overtime.
- ☐ Monitor the provision of all required contractual services.
- ☐ Coordinate professional medical services provided by contract personnel and see that their needs are addressed.
- ☐ Provide for adequate staffing at the facility; fill in as needed during periods of short staffing; may perform Nursing duties including, but not limited to, executing physician's orders, assisting physician in examinations and treatment, dispensing and administering medications, treating emergencies and screening patients for referrals.
- ☐ Regularly evaluate the provision of all medical services to prevent the inappropriate use or duplication of those services.
- ☐ Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced on the shifts; properly process all reports and documents in a timely manner.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Audit medical files for documentation of all provided services.
- ☐ Monitor inmate/resident inpatient hospitalizations and facilitate early release whenever clinically appropriate.
- ☐ Identify financial responsibility (inmate/resident, corporate, insurance company, etc.) for all incurred expenses.
- ☐ Complete logs of all medical billings and assist the business office by reviewing all medical billings at least monthly.
- ☐ Closely monitor all potential catastrophic illnesses.
- ☐ Evaluate and recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Audit pharmacy use for adherence to established formulary.
- ☐ Monitor and supervise strict staff compliance with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Observe and record inmate/resident behavior.
- ☐ Maintain equipment and supplies as required; order replacement items in a timely manner; requisition appropriate purchases via the purchase order system.
- ☐ Inspect the medical unit for items that could be used as contraband by inmates/residents; securely store supplies and equipment or verify safe disposal.
- ☐ Monitor and evaluate physical safety requirements of both patients and staff to provide a safe working environment.
- ☐ Monitor and/or provide an in service program suitable to the facility health care program.

- ☐ Cooperate and coordinate with the Facility Training manager & Director of Education for the delivery of required staff training programs so that each supervised employee receives required training.
- ☐ Meet with outside hospital/agency administrators to develop a close working relationship between them and the facility.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of organizational efficiency and approved, appropriate medical services.
- ☐ Accept on call status.
- ☐ Attend seminars, workshops, conferences, etc., as required.
- ☐ Provide for health counseling and health education on individual or group basis.
- ☐ Conduct meetings with support staff, attend scheduled staff meetings, and promote communications and the proper flow of relevant information communications and consistency of operation between shifts in the medical unit.
- ☐ Monitor safety practices and the preparation and dissemination of safety and accident reports as required by policy; take appropriate action in cases of serious and unusual incidents and emergencies.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment. This includes interviewing applicants, giving information, instructions and directions, mediating disputes, advising of rights and processes and providing reliable testimony, in court and other formal settings.
- ☐ Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas for medical treatment.
- ☐ Initiate and complete investigations and inquiries with accuracy by gathering information and evidence, interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers; exercise independent judgment by determining when probable cause exists to recommend or take disciplinary action.
- ☐ Read, analyze, comprehend and interpret technical and medical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- ☐ Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Inspect unclothed inmates/residents visually with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons.
- ☐ Engage in functions in confined areas to include physically checking the doors, windows and other areas to verify they are secure.



- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
  
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Take appropriate action to prevent or diffuse potentially disruptive situations.
- ☐ Interpret, enforce and comply with applicable rules, regulations, policies, procedures, standards and/or contractual requirements.
- ☐ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ☐ Define problems, collect data, establish facts and draw valid conclusions; apply management techniques to problems of administration and devise workable solutions.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals; work with mathematical concepts such as fundamentals of plane and solid geometry and apply concepts such as fractions. Percentages, ratios and proportions to practical situations.
- ☐ Interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Any or all duties and responsibilities as assigned.

### **QUALIFICATIONS:**

- ☐ Graduate from an accredited college or university with a degree in nursing, health administration or other applicable health-related field.
- ☐ Must be licensed and/or certified in the field of specialty in the state of employment.
- ☐ Three years professional experience in the field of specialty which includes one year in a supervisory position.
- ☐ A valid driver's license is required.
- ☐ Must demonstrate knowledge of correctional custody methods and techniques, pertinent facility rules, regulations and standards, principles and practices of supervision and training, and principles and practices of management.

### SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting		X		
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel; occasional long distance ground and air travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: INFORMATION SYSTEMS MANAGER**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature) (Date)

**SUMMARY:**

Under the supervision of the Director of Operations, the Information Systems (IS) Manager performs all tasks necessary for information systems technology, including but not limited to hardware, software, training and coordination.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Consults with users, managers, vendors, technicians, and correctional facility personnel to determine computing needs and system requirements; develops strategies for maintaining currency.
- ☐ Evaluates information system proposals and conducts feasibility studies.
- ☐ Prepares and reviews operational reports or project progress reports.
- ☐ Installs or supervises installation of software, file servers, routers, work stations and other related computer and telecommunications equipment, including peripherals and remote site hardware.
- ☐ Assesses, recommends, negotiates and procures, under supervision of Director of Operations, software and hardware; ensures compatibility both internally and with correctional facility.
- ☐ Monitors data storage space requirements; analyzes usage patterns to develop schedules and procedures for maximum utilization of information system
- ☐ Assesses dependability of information systems and associated data; develops, implements and monitors backup procedures and disaster recovery functions, including management of off-site storage.
- ☐ Resolves network operation issues or maintains resources necessary to troubleshoot and mitigate problems; insures system integration.
- ☐ Trains personnel on application and network operations and resources.

- ☐ Designs, develops and maintains databases; inspects and maintains integrity of databases and proprietary applications and files.
- ☐ Ensures confidentiality and security of corporate data, proprietary information and intellectual property; conducts security investigations; and arranges and administers security measures to restrict unauthorized use of hardware and software; ensures that hardware and software can meet requirements for authentication, encryption and audit required by correctional institutions.
- ☐ Oversees telecommunications systems including voice, data and video communication, switching systems, cellular and paging equipment; analyzes needs, research and recommends solutions.
- ☐ Oversees internet web site including design, enhancements, technical programming and operations.
- ☐ Works as a team member with corporate and facility staff to develop, manage and maintain all aspects of information systems.

#### **QUALIFICATIONS:**

- ☐ Minimum of a Bachelor's Degree or equivalent certifications and two years experience.
- ☐ Maintain proficiency in Microsoft Windows, Word, Excel, Access and other computer applications.
- ☐ Maintain valid CPR certification.

#### **SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	N/A	Occasionally	Frequently	Constantly
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting		X		
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel; occasional long distance ground and air travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision, depth perception; and ability to adjust focus.

**JOB TITLE: LICENSED PRACTICAL NURSE**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature) (Date)

### **SUMMARY:**

The Licensed Practical Nurse (LPN) is responsible for the performances of basic nursing duties including, but not limited to, the execution of physician orders, operation of pill call, operation of sick call, and assisting the physician in examinations and treatment. A LPN will also assists in the professional management of the facility medical department.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Apply appropriate nursing skills in the care and treatment of inmates/residents.
- ☐ Perform CPR when necessary. Keep CPR certification current with American Heart Association.
- ☐ Attend physician call with the physician to see inmates/residents; prepare a list of inmates/residents to be examined; prepare examining room and equipment.
- ☐ Operate pill call, dispense medication and document as required by applicable policies and/or procedures
- ☐ Control medication, syringes and other medical supplies or equipment and inventory as required by established procedures.
- ☐ Perform emergency procedures as needed and call the physician for treatment orders.
- ☐ Keep equipment and work area clean; utilize appropriate sanitation methods.
- ☐ Document and report activities in accordance with established policies and/or procedures including medical file documentation.
- ☐ Evaluate the provision of all medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Closely monitor all potential catastrophic illnesses
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services
- ☐ May audit pharmacy use for adherence to formulary.
- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.

- ☐ Observe and record inmate/resident behavior.
- ☐ Inspect the medical unit for items that could be used as contraband by inmates/residents; securely store or safely dispose of supplies and equipment.
- ☐ Accept on-call status as required.
- ☐ Provide health counseling and health counseling on an individual or group basis, as required.
- ☐ Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling.
- ☐ Review reports and records produced on the shifts; properly processes all reports and documents in a timely manner.
- ☐ Read, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions and commitment orders.
- ☐ Respond (via corporate counsel) to lawsuits; attend court hearings, when necessary.
- ☐ Conduct research of charts; review status of inmate/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standard
- ☐ Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas for medical treatment.
- ☐ Initiate and complete investigations and inquiries with accuracy, as directed, by gathering information and evidence, interviewing and obtaining the statements; exercise independent judgement by determining when probable cause exists to recommend or take disciplinary action.
- ☐ Reliably and repetitively identify inmates by visual means.
- ☐ Assist in restraining an inmate/resident.



- ☐ Engage in functions in confined areas to include working rotating shifts and physically checking doors, windows and other area to verify they are secure.
- ☐ May be subjected to verbal and mental abuse when confronted with hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Inspect unclothed inmates/residents with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Take appropriate action to prevent or diffuse potentially disruptive situations
- ☐ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ☐ Properly chart medical care.
- ☐ Define problems, collect data, establish facts and draw valid conclusions.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ☐ Interpret an extensive variety of medical and technical instructions in the form of handwritten text, correspondence, policies, regulations, procedures, reports, directions for form completion and other simple or complex documents.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Any and all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ Graduate from an approved school of nursing with a certificate as an LPN/LVN
- ☐ Must be licensed and/or certified in the field of specialty, in the state of employment
- ☐ Current CPR certification
- ☐ Valid driver's license
- ☐ One year professional nursing experience

### SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: MEDICAL RECORDS CLERK**  
Revised January 2002

(Applicant Name)

(signature) (Date)

### **SUMMARY:**

The Medical Records Clerk provides administrative support in the operation of the medical clinic by performing varied and complex clerical and related administrative functions requiring independent judgment in the use of work methods and procedures.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Create and maintain medical records, general files, logs, and other related records and documents in an organized manner, to include sorting, labeling, filing and retrieving, in accordance with corporate and facility file retention and storage procedures.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Maintain a current inventory of clinic supplies; monitor compliance with sign in/out logs; prepare inventory reports as required.
- ☐ Monitor outside referrals and coordinates transfer of medical records.
- ☐ Assist in the preparation of routine medical and dental reports.
- ☐ Input text accurately and produce finished documents efficiently using a typewriter and/or word spreadsheet programs on a computerized system; copy, compile and distribute as necessary.
- ☐ Using appropriate grammar and spelling, routinely compose and create documents from handwritten or typewritten copy to include letters, memoranda, reports, correspondence, forms, statistical data, etc.
- ☐ Independently edit documents making necessary corrections or revisions to include spelling, grammar and sentence structure.
- ☐ Sort and distribute interoffice and in-coming mail to include certified and registered mail and packages in accordance with all applicable rules and regulations; prepare and meter, if necessary, out-going mail and packages.
- ☐ Read and comprehend medical instructions and procedures, correspondence, policies, regulations, reports, directions for form completion and other simple or moderately complex documents.
- ☐ Communicate effectively and coherently with staff, inmates/residents and visitors; respond to verbal/written inquires and requests or refer to appropriate staff member; answer telephone, route calls and/or take accurate and legible messages.

- ☐ Thoroughly, neatly and legibly complete required documents to include logs, forms, records and reports.
- ☐ Monitor the area and make reliable visual identification of inmates/residents, authorized personnel and other individuals to ensure safety and security.
- ☐ Engage in functions in confined areas that include such things as working various shifts and physically checking the doors, windows and other areas to ensure they are secure.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others, e.g. visitors and family members, encountered in an antagonistic environment.
- ☐ Experience exposure to body fluids and experience encounter with deceased or contagious persons.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contract requirements.
- ☐ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals.
- ☐ Compute rate, ratio and percent.
- ☐ Interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- ☐ Participates in in-service and other training programs as required.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Perform CPR when necessary. Keep CPR certification current with AmericanHeart Association.
- ☐ Any or all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ High school diploma, GED certification or equivalent.
- ☐ Two years experience in a similar position required.
- ☐ Additional education or specialized training may be substituted for the required experience.
- ☐ Proficiency in Microsoft Word for Windows, Lotus 1-2-3 or Excel and other personal computer applications preferred.
- ☐ A valid driver's license is preferred.

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

GROUP I (Number of hours in an 8-hour day)	Intermittently	Constantly
Sitting	>4	
Standing	>2	
Walking	>2	

GROUP II	Weight	N/A	Occasionally	Frequently	Constantly
Lifting up to	30			X	
Carrying up to	30		X		
Pushing up to	50		X		
Pulling up to	50		X		

GROUP III	N/A	Occasionally	Frequently	Constantly
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling	X			
Ladder Climbing	X			
Stair Climbing		X		
Other Climbing	X			

GROUP IV	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights	X			
Exposure to infectious diseases			X	
Driving	X			
Mental alertness				X

### OTHER CHARACTERISTICS:

Use of the following equipment: Computer, telephone, copier, calculator, typewriter, facsimile, switchboard and various postal equipment to include meter and scales.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: MENTAL HEALTH CLINICIAN**  
Revised January 2002

(Applicant Name)

(signature) (Date)

### **SUMMARY:**

The Mental Health Clinician plans and implements all professional psychological service programs of a non-medical nature in the facility. Coordinates and directs the activities of personnel engaged in providing psychological services to inmates/residents.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Develops and implements treatment and therapeutic programs for assigned inmates.
- ☐ Assumes independent clinical responsibility for all inmates including the application of crisis intervention techniques to include suicide prevention, recognizing abnormal behavior and taking appropriate action to prevent or diffuse potentially disruptive situations.
- ☐ Conducts diagnosis and evaluation tests for inmates to determine needs, establish goals and develop plans; makes referrals to contract professionals for assessment and treatment of inmates.
- ☐ Provides direct casework services and individual, group and family counseling to inmates and their families.
- ☐ Prepares progress reports; provides recommendations regarding discharge plans; makes case presentations; and assists administrative and medical staff in development of statistical reports on assigned inmates.
- ☐ Maintains and monitors confidentiality of inmates and their files; audits files to determine that all services provided are documented; reviews status of inmates to determine that all treatment and therapeutic programs are completed.
- ☐ Screens requests for non-medical records and appropriately approves/disapproves responses following policy and procedures.
- ☐ Accepts on call status, as required.
- ☐ Attends scheduled staff meetings; promotes communication and the proper flow of relevant information between administration, staff and inmates.
- ☐ Attend seminars, workshops, conferences, and so forth, as required
- ☐ Any or all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ Graduation from an accredited college or university with at least a Master's degree in psychology, a master's degree in social work or an appropriate degree in a related clinical area.
- ☐ Current licensure in the state of employment.
- ☐ Five years prior work experience
- ☐ A valid driver's license is required.
- ☐ Current CPR certification.

**SUMMARY OF CURRENT  
JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	<3	
Standing	<3	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	50		X		
Carrying up to	50		X		
Pushing up to	50		X		
Pulling up to	50		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling	X			
Reaching			X	
Twisting			X	
Crawling	X			
Ladder Climbing	X			
Stair Climbing	X			
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases		X		
Being near moving machinery		X		
Working from heights	X			
Exposure to infectious diseases		X		
Driving		X		
Mental alertness				X



**JOB TITLE: MANAGEMENT INFORMATION SYSTEMS  
(MIS) MANAGER**

Revised January 2002

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(Applicant Name)

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(signature) (Date)**SUMMARY:**

Under the supervision of the Director of Operations, the Information Systems (IS) Manager performs all tasks necessary for information systems technology, including but not limited to hardware, software, training and coordination.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Consults with users, managers, vendors, technicians, and correctional facility personnel to determine computing needs and system requirements; develops strategies for maintaining currency.
- ☐ Evaluates information system proposals and conducts feasibility studies.
- ☐ Prepares and reviews operational reports or project progress reports.
- ☐ Installs or supervises installation of software, file servers, routers, work stations and other related computer and telecommunications equipment, including peripherals and remote site hardware.
- ☐ Assesses, recommends, negotiates and procures, under supervision of Director of Operations, software and hardware; ensures compatibility both internally and with correctional facility.
- ☐ Monitors data storage space requirements; analyzes usage patterns to develop schedules and procedures for maximum utilization of information system
- ☐ Assesses dependability of information systems and associated data; develops, implements and monitors backup procedures and disaster recovery functions, including management of off-site storage.
- ☐ Resolves network operation issues or maintains resources necessary to troubleshoot and mitigate problems; insures system integration.

- ☐ Trains personnel on application and network operations and resources.
- ☐ Designs, develops and maintains databases; inspects and maintains integrity of databases and proprietary applications and files.
- ☐ Ensures confidentiality and security of corporate data, proprietary information and intellectual property; conducts security investigations; and arranges and administers security measures to restrict unauthorized use of hardware and software; ensures that hardware and software can meet requirements for authentication, encryption and audit required by correctional institutions.
- ☐ Oversees telecommunications systems including voice, data and video communication, switching systems, cellular and paging equipment; analyzes needs, research and recommends solutions.
- ☐ Oversees internet web site including design, enhancements, technical programming and operations.
- ☐ Works as a team member with corporate and facility staff to develop, manage and maintain all aspects of information systems.

#### **QUALIFICATIONS:**

- ☐ Minimum of a Bachelor's Degree or equivalent certifications and two years experience.
- ☐ Maintain proficiency in Microsoft Windows, Word, Excel, Access and other computer applications.
- ☐ Maintain valid CPR certification.

#### **SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

GROUP III	N/A	Occasionally	Frequently	Constantly
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting		X		
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

GROUP IV	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel; occasional long distance ground and air travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision, depth perception; and ability to adjust focus.

**JOB TITLE: NURSE PRACTITIONER (Midlevel Provider)**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

### **SUMMARY:**

The Nurse Practitioner assumes total nursing care of specific patients under the direction of a physician. He or she will follow established nursing standards, procedures, and practices, and give specific patient care direction to nursing and other staff.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following function at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Follow established departmental policies and procedures, objectives, quality assurance program, safety, environmental and infection control standards.
- ☐ Provide direct patient care, evaluate outcomes, consult with other specialists as required and adjust nursing treatment processes as indicated to ensure optimal patient care.
- ☐ Perform CPR when necessary. Keep CPR certification current with American Heart Association.
- ☐ Monitor medical condition of patients and reports changes to appropriate personnel.
- ☐ Demonstrate sensitivity to patients' comfort and privacy and expresses interest in progress.
- ☐ Monitor emotional stability of patients and report changes to physician or charge nurse.
- ☐ Possess knowledge of modern principles and practices of medicine; of anatomy and physiology of the human body, of the standard uses of medicines for illnesses, of the language used in pharmacy prescription writing; of the analysis prepared by medical laboratories; of the nomenclature, and uses of the medical equipment.
- ☐ Possess skills to successfully diagnose and treat patients appropriately, to exercise independent judgement, to analyze a situation and initiate an effective course of action.
- ☐ Assist physicians with examinations, procedures and other processes related to direct patient care.
- ☐ Write nurse practitioner histories, assess patients' conditions and develops individual care plans for patients assigned to the unit.
- ☐ Perform daily rounds and prepare notes on inmates assigned to medical housing.
- ☐ Possess urgent care skills to include suturing, basic radiology reading, and basic wound management.

- ☐ Maintain a safe, comfortable and therapeutic environment for patients in accordance with applicable standards.
- ☐ Perform basic nursing procedures including thermal applications, non-sterile soaks, application of simple dressings, perennial care and urine tests.
- ☐ Arrange for ordered diagnostic and therapeutic services.
- ☐ Monitor and ensure accuracy of recording on patient medical records. Maintain all required reports, records, statistics, and other documents.
- ☐ Provide preventative health care services to long-term patients; arrange consultations and referrals.
- ☐ Enhance professional growth and development through participation in educational programs, current literature, in-service meetings and workshops.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Perform other related duties as assigned or requested.
- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outside provider agencies.
- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but use sound independent judgement in meeting the responsibilities and performing the duties of the position.
- ☐ Regularly evaluate the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Closely monitor all potential catastrophic illnesses.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Assist in restraining an inmate/resident. Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts.

- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.

### **QUALIFICATIONS:**

- ☐ Minimum Education – Associate Degree in Nursing
- ☐ Minimum Experience – Sufficient previous experience as a staff nurse, preferably in a long-term care facility
- ☐ Minimum Field-of-Expertise – Completion of an accredited program for nurse practitioners including preceptorship.
- ☐ Required Certification/Registration – Current DEA registration, nurse practitioner licensure in state of employment, CPR or ACLS certification
- ☐ A valid driver's license required.

### **JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

GROUP IV	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision, depth perception; and ability to adjust focus.

**JOB TITLE: PHYSICIAN'S ASSISTANT (Midlevel Provider)**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

### **SUMMARY:**

The Physician's Assistant performs responsible clinical care in collaboration with the unit physician or FCM Corporate Medical Director and under approved protocols. They manage the medical aspects of care in the observation, assessment, diagnosis, intervention, evaluation, rehabilitation, care and counsel, and health teachings of offenders. They are directly involved in the promotion and maintenance of health, and the prevention of illness in a correctional health care setting.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Contributes to the success of FCM.
- ☐ Obtains medical histories, organizes relevant data, performs physical examinations, and suggests pertinent laboratory, radiographic or other studies that are needed to establish or support a diagnosis.
- ☐ Performs preliminary reviews of x-rays, laboratory data and ECG's; formulates and orders within (Physician's Assistant License) therapeutic regimens for treatment of pathologic states or disabling physical entities.
- ☐ Documents histories, physical examinations, and progress notes, ensuring adequate documentation of existing medical conditions; medically classifies patients according to physical, functional, and emotional capabilities.
- ☐ Monitors treatment progress and protocols of patients in chronic care clinical settings; counsels patients on preventive medicine regimens; reviews medical records or therapeutic regimens to insure proper content and appropriateness of the medical regimen.
- ☐ Provides patient counseling and health instruction about medical problems, nutrition, medication and principles of health promotion and maintenance.
- ☐ Possesses considerable knowledge of modern principles and practices of medicine; of anatomy and physiology of the human body; of the standard uses of medicines for illnesses; of language used in pharmacy prescription writing; of analysis prepared by medical laboratories; of nomenclature and uses of medical equipment.
- ☐ Possesses considerable skills to successfully diagnose and treat patients appropriately, to exercise independent judgement; to analyze a situation and initiate an effective course of action.
- ☐ Performs daily rounds and makes appropriate notes on inmates assigned to medical housing.



- ☐ Serves as representative and emissary of the physician in delegated matters of related duties as required; assumes interdisciplinary coordination and clinical care responsibilities.
- ☐ Any or all duties and responsibilities as assigned.
- ☐ May be exposed to such occupational hazards as communicable diseases, radiation, chemotherapeutic agents, and disoriented or combative patients.
- ☐ Able to work under stress and be emotionally capable of coping with complex and changing activities.
- ☐ May be required to be on standby, work extended hours, or take call as needed to cover clinical care needs in extraordinary situations.
- ☐ Enhances professional growth and development through participation in educational programs, current literature, in-service meetings and workshops.
- ☐ Attends scheduled staff meetings, promotes communications and the proper flow of relevant information in the medical unit.
- ☐ Performs other related duties as assigned or requested.
- ☐ Maintains a good working relationship with facility staff, nursing staff, contract providers and outside provider agencies.
- ☐ Utilizes established corporate, facility and correctional policies and procedures in making decisions, but uses sound independent judgement in meeting the responsibilities and performing the duties of the position.
- ☐ Regularly evaluates the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintains absolute security and confidentiality of all medical records.
- ☐ Closely monitors all potential catastrophic illnesses.
- ☐ Recommends methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Complies with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Reviews, processes and responds (via corporate counsel) to lawsuits; attends court hearings, when necessary; conducts research of charts; reviews status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicates effectively and coherently with administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Assists in restraining inmates. Evaluates and recommends physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitates, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Complies with the requirements of applicable regulations, laws, rules, procedures, policies, standards and contracts.

- ☐ Reliably and repetitively identifies inmates/residents by visual means.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Performs rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.

**KNOWLEDGE/SKILLS/ABILITIES:**

- ☐ Knowledge of human anatomy, physiology, biochemistry and pharmacy.
- ☐ Skill in correlating laboratory, ECG and radiographic data with clinical data noted in health appraisals and physical examinations.
- ☐ Skill in establishing relationships of medical histories and pathophysiology.
- ☐ Skill in taking medical histories and performing thorough medical examinations.
- ☐ Skill in establishing a tentative assessment of health status appropriate regimens for common pathological entities.
- ☐ Skill in defining restrictions medically indicated for functional or physical disabilities and managing emergent or chronic clinical entities.
- ☐ Skill in quickly identifying or recognizing threatening medical problems.
- ☐ Skill in coordinating the delivery of health care to the chronically and acutely ill and to the medically disabled.
- ☐ Ability to effectively communicate, both verbally and in written form.

**QUALIFICATIONS:**

- ☐ Current Physician's Assistant license to practice in the state of employment
- ☐ A minimum of 1 year clinical experience in a correctional setting is preferred.
- ☐ Current CPR or ACLS certification.
- ☐ A valid driver's license.

**SUMMARY OF CURRENT  
JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

GROUP II	Weight	N/A	Occasionally	Frequently	Constantly
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

GROUP III	N/A	Occasionally	Frequently	Constantly
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

GROUP IV	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

## OTHER CHARACTERISTICS

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision, depth perception; and ability to adjust focus.

**Job Title: Nursing Supervisor (RN)**

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(Applicant Name)

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(signature) (Date)

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**SUMMARY:**

Direct the management of nursing services and the supervision of the professional ancillary nursing staff in the medical unit. The Nursing Supervisor also plans and provides comprehensive nursing care including, but not limited to, executing physician's orders, dispensing and administering medications, and assisting physician in examinations and treatment of patients. Work under the direct supervision of the Health Services Administrator.

**SUPERVISORY FUNCTIONS:**

- ☐ Monitor assigned medical unit(s) and act as a resource for staff.
- ☐ Monitor and delegate duties to personnel during intake procedures.
- ☐ Monitor log books ensuring they are current, accurate and complete.
- ☐ Monitor staff assignments and ensure work is being completed in all medical units.
- ☐ Resolve staffing issues as they arise such as covering call-outs, and contacting agencies.
- ☐ Assist with conducting in-services, audits, statistics, evaluations, and implementing any changes in policy or procedure.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Provide oversight to sick call and intake function to see inmates/residents; prepare a list of inmates/residents to be examined; prepare examining room and equipment.
- ☐ Call the physician for medication and treatment orders, and/or other emergencies as they arise.
- ☐ Examine and assess new inmates/residents with illnesses or injuries or inmates/residents who are ill or injured; refer inmates/residents to the emergency room based on their medical condition.
- ☐ Assist in monitoring the provision of all required contractual services.
- ☐ Facilitate, where required, NCCHC/ACA accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Assist in coordinating professional medical services provided by contract personnel and ensure that their needs are addressed.
- ☐ Monitor inmate/resident inpatient hospitalizations for early release whenever appropriate.
- ☐ Keep equipment and work area clean; use or direct the use of appropriate sanitation methods ensuring adherence to all OSHA regulations.
- ☐ Maintain good working relationships with facility staff, nursing staff, contract providers and outsider provider agencies.

- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but use sound independent judgment in meeting the responsibilities and performing the duties of the position.
- ☐ Regularly evaluate the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Review medical files to determine all provided services are documented.
- ☐ Closely monitor all potential catastrophic illnesses.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services
- ☐ Audit pharmacy use for adherence to formulary, as directed or required.
- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Observe and record inmate/resident behavior.
- ☐ Inspect the medical unit for items that could be used as contraband by inmates/residents; securely store or safely dispose of supplies and equipment.
- ☐ Accept on call status.
- ☐ Provide health counseling and health education on individual or group basis, as required.
- ☐ Prepare and maintain a variety of standard narrative, statistical, summary, and operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced on the shifts; properly process all reports and documents in a timely manner.
- ☐ Read, analyze, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of documents such as medical instructions, commitment orders, summons and other legal writs.
- ☐ Assist in the review and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures; policies, standards and/or contract.

- ☐ Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas for medical treatment.
- ☐ Perform CPR as necessary. Keep CPR certification current with American Heart Association.
- ☐ Reliably and repetitively identify inmates/residents by visual means
- ☐ Accurately initiate and complete investigations and inquiries as directed, gather information and evidence, interview and obtain the statements; exercise independent judgment by determining when probable cause exists to recommend disciplinary action.
- ☐ Assist in restraining an inmate/resident.
- ☐ Engage in functions in confined areas to include working rotating shifts and physically checking the doors, windows and other areas to verify that they are secure.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Visually inspect residents; with possible exposure to body fluids, wastes; and possibly encounter deceased or contagious persons.
- ☐ Take appropriate action to prevent or diffuse potentially disruptive situations.
- ☐ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ☐ Properly chart medical care.
- ☐ Define problems, collect data, establish facts and draw valid conclusions.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- ☐ Interpret an extensive variety of medical and technical instructions in the form of handwritten text, correspondence, policies, regulations, procedures, reports, directions for forms completion and other simple or complex documents.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Any or all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ Graduate from an accredited college or university with a degree in nursing.
- ☐ Must be licensed and/or certified in the field of specialty in the state of employment.
- ☐ One year of professional nursing experience.
- ☐ A valid driver's license is required.
- ☐ Current CPR certification.

**SUMMARY OF CURRENT  
JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	30			X	
Carrying up to	30		X		
Pushing up to	50		X		
Pulling up to	50		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment Computer, telephone, copier, and specialized medical equipment.

Travel Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.



**JOB TITLE: PHARMACIST**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature) (Date)

**SUMMARY:**

The pharmacist plans and implements all professional pharmaceutical services in the facilities. The pharmacist coordinates and directs the activities of personnel engaged in providing pharmacy services to inmates.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Compounds, dispenses and preserves drugs and medicines.
- ☐ Manufactures pharmaceutical preparations and fills orders to supply facilities.
- ☐ Prepares solutions and sterile vehicles, including those necessary to correctional settings.
- ☐ Makes substitutions of comparable drugs for drugs with trade names, as appropriate.
- ☐ Responds to inquiries concerning drug contents, dosages, regimen review, errors, storage and disposal.
- ☐ Monitors drug therapies for drug interactions, allergies and contraindications.
- ☐ Monitors and supervises monitoring of inventory and procurement drugs, chemicals, medication and supplies.
- ☐ Assists with recruiting, orienting, scheduling, training, supervising and evaluating the performance of all pharmacy personnel.
- ☐ Conducts in-service training for healthcare workers and provides consultations on the use and care of prescription drugs and medicines.
- ☐ Maintains records and prepares reports on all narcotics dispensed.
- ☐ Provides technical assistance to members of interdisciplinary medical teams and providers of health care in correctional settings.

- ☐ Inspects facilities where drugs, medicines and poisons are manufactured, dispensed and retailed, verifies licensure of facility and staff, analyzes product samples, checks equipment and work environment for compliance, and investigates complaints.
- ☐ With guidance of corporate counsel, provides expert testimony at court and administrative hearings.
- ☐ Maintains records and prepares reports necessary for corporate, state, federal, ACA and NCCHC purposes.
- ☐ Other duties and responsibilities as assigned.

### **QUALIFICATIONS:**

- ☐ Knowledge of principles and practices involved in compounding and dispensing of prescriptions.
- ☐ Knowledge of the calculation of doses and preparation and use of percentage and stock solutions
- ☐ Knowledge of the sciences underlying pharmacy.
- ☐ Knowledge of the processes involved in the manufacture of pharmaceutical preparation
- ☐ Knowledge of applicable state, federal and related pharmaceutical laws.
- ☐ Ability to apply safety and efficiency in prescribing, dispensing, administering of drugs and related articles for prevention of illness and maintenance and management of health.
- ☐ Ability to analyze and understand oral or written orders by physicians, dentists, or other recognized medical personnel, including standard symbols and terminology.
- ☐ Ability to recognize physical, chemical and therapeutic incompatibilities.
- ☐ Ability to apply pharmaceutical laboratory techniques.
- ☐ Ability to understand and abide by special conditions of correctional pharmacies.
- ☐ Ability to maintain records and reports and effectively communicate with others.
- ☐ Graduation from an accredited college or university with an advanced degree in pharmacy.
- ☐ Must have appropriate licensing for state of employment.
- ☐ Minimum of two years experience preferred.
- ☐ A valid driver's license is required.
- ☐ A current CPR certification is required.

### SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

GROUP I (Number of hours in an 8-hour day)	Intermittently	Constantly
Sitting	<2	
Standing	<4	
Walking	>2	

GROUP II	Weight	N/A	Occasionally	Frequently	Constantly
Lifting up to	50		X		
Carrying up to	50		X		
Pushing up to	50		X		
Pulling up to	50		X		

GROUP III	N/A	Occasionally	Frequently	Constantly
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling	X			
Ladder Climbing	X			
Stair Climbing		X		
Other Climbing	X			

GROUP IV	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases		X		
Being near moving machinery		X		
Working from heights	X			
Exposure to infectious diseases		X		
Driving		X		
Mental alertness				X

#### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, facsimile.

Travel: Occasional local and long distance ground travel; occasional long distance air travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally lift and/or move up to 50 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: PHARMACY TECHNICIAN**  
Revised May 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

### **SUMMARY:**

Under the direct supervision of the Health Services Administrator and pharmacist, the pharmacy technician is responsible for organizing and maintaining pharmacy operations for the facility. The pharmacy technician utilizes appropriate skills in delegating, educating, and evaluating nursing staff to ensure that the pharmacy program operates according to the established laws, regulations, standards and policies.

### **PHARMACY FUNCTIONS:**

- ☐ Distribute and document medications, abiding by applicable state and national regulations.
- ☐ Ensure drug room security, replace facility working drug stock, and maintain the upkeep of the facility drug room and pharmaceutical equipment.
- ☐ Enter medication compliance into the pharmacy computer system. Keep KOP request logs. Ensures that MARS are accurate and recopied as required.
- ☐ Practice basic cost containment and utilization management for patient care and facility operations. Perform QA on all medication orders, narcotic/sharps counts, and MARS as applicable.
- ☐ Maintain a current inventory of all supplies at established PAR levels; maintain all pill carts and medication stocks for night lockers.
- ☐ Re-order needed supplies, ensuring all purchase orders are maintained in a log book. Match all invoices to purchase orders to ensure all items have been received. Report to and coordinate with corporate office and pharmaceutical provider as needed.
- ☐ Set, with appropriate guidance, and maintain PAR levels. Maintain all pharmacy orders, logs and documentation.
- ☐ Serve on call for issues with pharmacy or pill call.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ❑ Keep equipment and work area clean; utilize appropriate sanitation methods.
- ❑ Document and report activities in accordance with established policies and procedures including medical file documentation.
- ❑ Evaluate the provision of services to prevent the inappropriate use or duplication of those services.
- ❑ Maintain absolute security and confidentiality of all medical records.
- ❑ Recommend methods of improving operational efficiency and cost effectiveness of health-related services
- ❑ Audit pharmacy use for adherence to formulary.
- ❑ Comply with applicable pharmacy laws, especially controlled substance regulations.
- ❑ Inspect the medical unit, specifically the pharmacy area, for items that could be used as contraband by inmates; securely store or safely dispose of supplies and equipment.
- ❑ Prepare and maintain a variety of standard narrative, statistical, summary and operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling.
- ❑ Review reports and records produced on the shifts; properly processes all reports and documents in a timely manner.
- ❑ Read, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions.
- ❑ Respond (via corporate counsel) to lawsuits; attend court hearings, when necessary.
- ❑ Communicate effectively and coherently to administration, staff, inmates, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ❑ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ❑ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.

- ❑ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate pharmacy services.
- ❑ Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
- ❑ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standard
- ❑ Initiate and complete investigations and inquiries with accuracy, as directed, by gathering information and evidence, interviewing and obtaining the statements; exercise independent judgement by determining when probable cause exists to recommend or take disciplinary action.
- ❑ Engage in functions in confined areas to include working rotating shifts and physically checking doors, windows and other areas to verify they are secure.
- ❑ May be subjected to verbal and mental abuse when confronted with hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ❑ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ❑ Take appropriate action to prevent or diffuse potentially disruptive situations
- ❑ Maintain a good working relationship with facility staff, nursing staff, contract providers and outside provider agencies.
- ❑ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ❑ Properly chart medical care.
- ❑ Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ❑ Interpret an extensive variety of medical and technical instructions in the form of handwritten text, correspondence, policies, regulations, procedures, reports, directions for forms completion and other simple or complex documents.
- ❑ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.

- ☐ Any and all duties and responsibilities as assigned.

### **QUALIFICATIONS:**

- ☐ Minimum of one year of experience as a pharmacy technician.  
☐ Maintain current CPR certification.  
☐ Valid driver's license.

### **SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittent</b>	<b>Constant</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

## OTHER CHARACTERISTICS

Use of the following equipment:  
medical equipment.

Computer, telephone, copier, and specialized

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.



**JOB TITLE: CORRECTIONAL PHYSICIAN**

Revised January 2002

(Applicant Name)

(signature)

(Date)

**SUMMARY:**

The Correctional Physician provides professional services related to diagnosis and treatment of inmate patients and of employees injured as a result of facility work related activities. Insures that appropriate health care is accessible and provided to the inmate population in a timely fashion. Renders medical judgement regarding care provided to inmates assigned to the unit according to First Correctional Medical Inc. Policies and Procedures. Works under the general direction of the FCM Medical Director with latitude to exercise initiative and independent judgement.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Performs complete medical histories and physical examinations; forms clinical impressions based upon findings; orders diagnostic tests, interprets results of laboratory tests and radiological examinations, prescribes medications, and renders treatments appropriate to clinical impressions.
- ☐ Inspects, completes, and analyzes medical records, assigns, reviews and updates medical classifications; completes admission notes, progress notes, and discharge summaries and makes rounds on patients admitted to the Medical unit.
- ☐ Serves in rotation with other physicians to provide after-hours and weekend patient care, if required.
- ☐ Directly supervises mid-level practitioners. Responsible for direct supervision of other Health Services personnel when directed by the Health Authority.
- ☐ Considerable knowledge of modern principles and practices of medicine; of the anatomy and physiology of the human body; of the standard uses of medicines for illnesses; of the language used in pharmacy prescription writing; of the analysis prepared by medical laboratories; of the nomenclature and uses of medical equipment.
- ☐ Considerable skills to successfully diagnose and treat patients appropriately, to exercise independent judgement; to analyze a situation and initiate an effective course of action.
- ☐ Refers patient to specialists for consultations, evaluations and treatments.
- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outside provider agencies.
- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but uses sound independent judgement in meeting the responsibilities and performing the duties of the position.
- ☐ Maintain absolute security and confidentiality of all medical records.

- ☐ Regularly evaluates the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Closely monitor all potential catastrophic illnesses.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Observe and record inmate/resident behavior.
- ☐ Provide health counseling and health education on an individual or group basis, as required.
- ☐ Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts.
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Assist in restraining an inmate/resident.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Provides a variety of marginal duties to be determined and assigned as needed.

**QUALIFICATIONS:**

- ☐ Must hold a current license to practice medicine by the state of employment.
- ☐ Must hold current DEA and controlled substance registration certificates for state of employment.
- ☐ Must have a current CPR and ALS certificates.
- ☐ Must have a valid driver's license.
- ☐ Must maintain yearly continuing medical education as required by the state of employment.

### SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

Job Title: **PSYCHIATRIC NURSE (R.N.)**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature) (Date)

### **SUMMARY:**

The Psychiatric Nurse (RN) plans and provides comprehensive psychiatric nursing care including, but not limited to participating in development of treatment plans, executing physician's orders; dispensing, administering and monitoring medications, responding to all medical and psychotropic medication emergencies; providing crisis management for disturbed patients; supervising use of restraints and seclusion; monitoring patient behavior to intervene when appropriate; and assisting psychiatrist in examinations and treatment of patients. Applies nursing and supervisory techniques required in the care, treatment and referrals of inmates/residents with the goal of stabilizing inmate function in the institution and community. Performs nursing level procedures as necessary.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Obtain patient history; assess physical and psychosocial needs; develop nursing plan of care and participate in plan of care with multidisciplinary team members; revise plan of care as necessary.
- ☐ Read, understand and implement psychiatrist's orders;
- ☐ Perform CPR when necessary. Keep CPR certification current with American Heart Association.
- ☐ Provide individual education to SMI inmates regarding benefits and side effects of medications, especially psychotropic medications.
- ☐ Assess patient condition on an ongoing basis. Monitor for depressive state, thoughts of self-mutilation, delusions, hallucinations, sensorium and intellectual function, general appearance, mood/affect and medication side effects.
- ☐ Assess and identify high risk symptoms/behaviors in patient, such as suicidal risk, homicidal risk, verbal and physical acting out, and other violent behavior.
- ☐ Assist in monitoring the provision of all required contractual services.
- ☐ Assist in coordinating professional medical services provided by contract personnel and seeing that their needs are addressed.
- ☐ Demonstrate an understanding of the following psychiatric disorders in planning nursing care for patients: organic, schizophrenic, personality, depressive, bipolar, anxiety, obsessive/compulsive, disruptive behavior, eating, developmental, adjustment, psychoactive substance use, somatoform, dissociative, factitious, and post-traumatic stress.
- ☐ Demonstrate ability to provide care for patients who are confused, disoriented, delirious, demented, withdrawn, paranoid, suspicious, suicidal, somatic, hallucinatory, hyperactive, acting out, uncooperative, self-destructive, agitated, anxious, compulsive, psychomotor retarded, chemically dependent, manipulative, seductive, histrionic, homicidal, delusional.

- ☐ Evaluate the effectiveness of interventions; monitor and document progress toward identified goals, including weekly compliance monitoring and documented counseling for non-compliant inmates.
- ☐ Assist with mental health provider scheduling.
- ☐ Initiate emergency treatment in psychiatric or medical crisis. Provide effective management of crisis and oversee use of restraints or seclusion in emergency situations.
- ☐ Conduct psychiatric nursing interventions with patients needing acute, intermediate or long-term psychiatric care.
- ☐ Administer involuntary medications safely. Supervise medication administration as necessary.
- ☐ Keep equipment and work area clean; use or direct the use of appropriate sanitation methods.
- ☐ Recognize and respond to psychotropic medication emergencies;
- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outsider provider agencies.
- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but use sound independent judgment in meeting the responsibilities and performing the duties of the position.
- ☐ Regularly evaluate the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Review medical files to determine all provided services are documented.
- ☐ Closely monitor all potential catastrophic illnesses.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Audit pharmacy use for adherence to formulary, as directed or required.
- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Observe and record inmate/resident behavior.
- ☐ Inspect the medical unit for items that could be used as contraband by inmates/residents; securely store or safely dispose of supplies and equipment.
- ☐ Accept on call status as required.
- ☐ Provide health counseling and health education on individual or group basis, as required.
- ☐ Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced on the shifts; properly processes all reports and documents in a timely manner.
- ☐ Read, analyze, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.

- ☐ Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
- ☐ Comply with the requirements of applicable regulations, laws, rules, procedures; policies, standards and/or contract.
- ☐ Initiate and complete investigations and inquiries with accuracy, as directed, gather information and evidence, interview and obtain the statements; exercise independent judgment by determining when probable cause exists to recommend disciplinary action.
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Assist in restraining an inmate/resident.
- ☐ Engage in functions in confined areas to include working rotating shifts and physically checking the doors, windows and other areas to verify they are secure.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Take appropriate action to prevent or diffuse potentially disruptive situations.
- ☐ Inspect unclothed inmates/residents with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons.
- ☐ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ☐ Properly chart medical care.
- ☐ Define problems, collect data, establish facts and draw valid conclusions.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- ☐ Interpret an extensive variety of medical and technical instructions in the form of handwritten text, correspondence, policies, regulations, procedures, reports, directions for forms completion and other simple or complex documents.

- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Any or all duties and responsibilities as assigned.

### **QUALIFICATIONS:**

- ☐ Graduate from an accredited college or university with a degree in nursing.
- ☐ Minimum of two (2) years nursing experience in a psychiatric setting
- ☐ Must be licensed and/or certified in the field of specialty in the state of employment.
- ☐ A valid driver's license is required.
- ☐ Current CPR certification.

### **SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	30			X	
Carrying up to	30		X		
Pushing up to	50		X		
Pulling up to	50		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing				

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.



Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: CORRECTIONAL PSYCHIATRIST**

Revised January 2002

(Applicant Name)

(signature)

(Date)

**SUMMARY:**

The Correctional Psychiatrist serves under the general direction of the FCM Medical Director, with responsibility for admission, diagnosis, treatment, rehabilitation and discharge of individuals with behavioral and neuropsychiatric disorders. As a member of the psychiatric treatment team, supervises the development and implementation of individual treatment planning, care and management of persons with these disorders and maintains a caseload of patients.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Knowledge of principles and practices of general medicine
- ☐ Thorough knowledge of modern principles and practices of psychiatry and general knowledge of neurology.
- ☐ Ability to direct and coordinate work of direct care staff in a psychiatric unit and to ensure effective implementation of treatment plans.
- ☐ Ability to communicate well with patients, their families, and subordinates.
- ☐ Ability to effectively apply general principles to specific conditions, follow written procedures and instructions.
- ☐ Knowledge of psychiatric and social casework principles, methods and techniques.
- ☐ Conducts patient staffing with the assigned multidisciplinary psychiatric treatment team(s), including a thorough interview with the patient to ascertain his/her clinical condition and therapeutic progress.
- ☐ As part of the treatment team, monitors the clinical status, therapeutic progress, medication benefits and changes, side effects and psychotherapies provided to the patient.
- ☐ As part of the treatment team, develops and reviews all initial treatment plans, treatment plan reviews, discharge treatment plans, discharge summaries and PULHES changes on each patient assigned to the treatment team.
- ☐ Writes medication orders in accordance with FCM policies and procedures.
- ☐ Makes entries into the psychiatric inpatient records which reflect comprehensive continuing care.
- ☐ Develops a comprehensive psychiatric evaluation for each person on his/her caseload.

- ☐ May be required to determine the need for enforced medication under these conditions:
  - 1). The patient is a danger to himself and others, or
  - 2). The patient is a risk for physical and/or mental deterioration.
- ☐ Enforcement of medication requires that the psychiatric physician comply with all policies, procedures and protocols governing such enforcement.
- ☐ Is required to work all assigned hours and to comply with timekeeping regulations.
- ☐ Reviews a number randomly selected psychiatric records of patients selected by the Quality Assurance Nurse to determine whether the appropriate treatments and services are being provided to the patient.
- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outsider provider agencies.
- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but use sound independent judgment in meeting the responsibilities and performing the duties of the position.
- ☐ Regularly evaluate the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Inspect the medical unit for items that could be used as contraband by inmates/residents; securely store or safely dispose of supplies and equipment.
- ☐ Read, analyze, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- ☐ Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures; policies, standards and/or contract.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.

### **QUALIFICATIONS:**

- ☐ Graduate from an approved college of medicine with three years specialty training in psychiatry.
- ☐ Eligible for certification by the American Board of Psychiatry and Neurology.
- ☐ Licensed as a physician by the State Board of Medical Examiners in the state of employment.

- ☐ Must hold current DEA and controlled substances registration certificate in the state of employment.
- ☐ Current CPR certification.

### SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	<3	
Standing	<3	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	50		X		
Carrying up to	50		X		
Pushing up to	50		X		
Pulling up to	50		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling	X			
Reaching			X	
Twisting			X	
Crawling	X			
Ladder Climbing	X			
Stair Climbing	X			
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases		X		
Being near moving machinery		X		
Working from heights	X			
Exposure to infectious diseases		X		
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, facsimile.

Travel: Occasional local and long distance ground travel; occasional long distance air travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally lift and/or move up to 50 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

JOB TITLE: **PSYCHOLOGIST**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

### **SUMMARY:**

The psychologist plans and implements all professional psychological service programs of a non-medical nature in the facility. The psychologist coordinates and directs the activities of personnel engaged in providing psychological services to inmates.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Develops and implements treatment and therapeutic programs for assigned inmates.
- ☐ Assumes independent clinical responsibility for all inmates including applying crisis intervention techniques to include suicide prevention, recognizing abnormal behavior and taking appropriate action to prevent or diffuse potentially disruptive situations.
- ☐ Conducts diagnosis and evaluation tests for inmates to determine needs, establish goals and develop plans; makes referrals to contract professionals for assessment and treatment of inmates.
- ☐ Provides direct casework services and individual, group and family counseling to inmates and their families.
- ☐ Prepares progress reports; provides recommendations regarding discharge plans; makes case presentations; and assists administrative and medical staff in development of statistical reports on assigned inmates.
- ☐ Recruits, orients, schedules, trains, supervises and evaluate the performance of all mental health departmental personnel.
- ☐ Makes recommendations and decisions on matters such as employment, retention, promotion and other personnel actions.
- ☐ Maintains and monitors confidentiality of inmates/residents and their files; audits files to determine that all services provided are documented; reviews status of inmates/residents to determine that all treatment and therapeutic programs are completed.
- ☐ Coordinates professional services provided by contract personnel, if applicable.
- ☐ Utilizes established corporate, facility and correctional policies and procedures in making decisions; performs the duties of the position with independence and professional administrative skill.
- ☐ Screens requests for non-medical records and appropriately approve/disapprove responses following policy and procedures.
- ☐ Accepts on-call status as required.

- ☐ Prepares and disseminates safety and accident reports as required by policy; takes appropriate action in cases of serious and unusual incidents and emergencies.
- ☐ Prepares and maintains a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; properly process all reports and documents in a timely manner.
- ☐ Reviews, processes and responds (via corporate counsel) to lawsuits; attends court hearings, when necessary.
- ☐ Reads, analyzes, comprehends and interprets technical procedures or governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- ☐ Conducts meetings of staff, as necessary, attends scheduled staff meetings; promotes communications and the proper flow of relevant information between administration, staff and inmates/residents.
- ☐ Communicates effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations, requiring tact, diplomacy, understanding, fairness, firmness and good judgment to include giving information, instructions and directions mediating disputes, advising of rights and processes and providing reliable testimony, in court and other formal settings.
- ☐ Initiates and completes investigations and inquiries with accuracy by gathering information and evidence, interviewing and obtaining the statements of victims, witnesses, suspects and confidential informers; exercise independent judgment by determining when probable cause exists to recommend or take disciplinary action.
- ☐ Reliably and repetitively identifies inmates/residents by visual means.
- ☐ Engages in functions in confined areas that include such things as physically checking the doors, windows and other areas to ensure they are secure.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others, e.g. visitors and family members, encountered in an antagonistic environment.
- ☐ Performs rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Experiences exposure to body fluids, wastes and experience encounter with deceased or contagious persons.
- ☐ Utilizes mature judgment and professionalism in working with inmates/residents, families, community representatives and other staff.
- ☐ Establishes and maintains effective working relations with others and handle difficult interpersonal contacts.
- ☐ Defines problems, collects data, establishes facts and draws valid conclusions.
- ☐ May be assigned the duties of any position in an emergency situation.
- ☐ Remains alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.

- ☐ Attends seminars, workshops, conferences, and related meetings., as required.
- ☐ Attends scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluates and recommends physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitates, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate psychological services.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures; policies, standards and/or contract.
- ☐ Any or all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ Graduate from an accredited college or university with an advanced degree in psychology.
- ☐ Must have appropriate certification or licensing and five years clinical experience, which includes two years in a comparable job position.
- ☐ A valid driver's license is required.
- ☐ A current CPR certification is required.

**SUMMARY OF CURRENT  
JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	<3	
Standing	<3	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	50		X		
Carrying up to	50		X		
Pushing up to	50		X		
Pulling up to	50		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling	X			
Reaching			X	
Twisting			X	
Crawling	X			
Ladder Climbing	X			
Stair Climbing	X			
Other Climbing	X			



GROUP IV	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases		X		
Being near moving machinery		X		
Working from heights	X			
Exposure to infectious diseases		X		
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, facsimile.

Travel: Occasional local and long distance ground travel; occasional long distance air travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally lift and/or move up to 50 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: QUALITY ASSURANCE COORDINATOR R.N.**  
Revised January 2002

(Applicant Name)

(signature)

(Date)

### **SUMMARY:**

Under supervision of the Health Services Administrator, organizes and directs the Quality Assurance functions in the facility. Plans and establishes objectives and responsibilities for Quality Assurance Program and implements the committee structures for achieving the objective. Expected to cross train to Controlled Infectious Diseases duties.

### **QUALITY ASSURANCE FUNCTIONS:**

- ☐ Contribute to the success of FCM Correctional Quality Assurance Program.
- ☐ Perform CPR when necessary. Keep CPR certification current with American Heart Association.
- ☐ Support and assist the health services team in the delivery of quality patient services and development of facility goals and policies.
- ☐ Develop and implement quality assurance monitors based on analysis of incident reports and request of Health Services Administrator or requirements of contract. Is familiar with all aspects of facility operations to assist in other areas as needed.
- ☐ Participate in and promote quality improvement activities. Monitor delivery of nursing care, audits patient records, submits recommendations for improvements in providing services and in obtaining maximum utilization of staff capabilities to the Health Services Administrator.
- ☐ Develop/implement/maintain the monthly Quality Assurance monitors and correction action plan and comply with reporting requirements in the policies and procedures.
- ☐ Complete monthly statistical reports and distribute to the required authorities per the policies and procedures.
- ☐ Practice efficient cost containment and utilization management for unit operations.
- ☐ Practice and promote patient advocacy and assist with the maintenance of ethical practice.
- ☐ Conduct the Quality Assurance Monthly meeting and maintain the meeting minutes in the Quality Assurance Program Manual.
- ☐ Receive/maintain all incident reports and perform on-going analysis of data. Reports analysis to Health Services Administrator and Quality Assurance Committee.
- ☐ Possess extensive knowledge of the provision of correctional health services as specified in the facility policies and procedures.

- ☐ Participate annually with the FCM Corporate Medical Director and Director of Education to review QA Manual & QA Policies.
- ☐ Possess knowledge of nursing organization procedures and of NCCHC/ACA standards and contract, policies and procedures.
- ☐ Have experience in establishing, implementing, directing and evaluating a Quality Assurance Program; skills in problem solving techniques and in modern statistical methods required.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Demonstrates a high level of productivity and dependability. Functions as a leader and an interdependent and supportive team member.
- ☐ Will be responsible for education of inmates and staff regarding quality assurance issues.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Skill in professional nursing techniques, methods and procedures.
- ☐ Ability to communicate with others effectively, orally and in writing.
- ☐ Shift work is required, at times, to conduct corrective actions and in-services.
- ☐ Alertness and careful attention to detail will be required.
- ☐ May be exposed to such occupational hazards as communicable diseases radiation, chemo-therapeutic agents, and disoriented or combative patients
- ☐ Able to work under stress and be emotionally capable of coping with complex and/or changing activities.
- ☐ May be required to be on standby and work extended hours in extraordinary situations.
- ☐ Keep equipment and work area clean; utilize appropriate sanitation methods.
- ☐ Document and report activities in accordance with established policies and/or procedures including medical file documentation.
- ☐ Evaluate the provision of all medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Closely monitor all potential catastrophic illnesses
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services
- ☐ May audit pharmacy use for adherence to formulary.

- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Observe and record inmate/resident behavior.
- ☐ Inspect the medical unit for items that could be used as contraband by inmates/residents; securely store or safely dispose of supplies and equipment.
- ☐ Accept on-call status as required.
- ☐ Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling.
- ☐ Review reports and records produced on the shifts; properly processes all reports and documents in a timely manner.
- ☐ Read, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions and commitment orders.
- ☐ Respond (via corporate counsel) to lawsuits; attend court hearings, when necessary.
- ☐ Conduct research of charts; review status of inmate/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standard
- ☐ Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas for medical treatment.
- ☐ Initiate and complete investigations and inquiries with accuracy, as directed, by gathering information and evidence, interviewing and obtaining the statements; exercise independent judgement by determining when probable cause exists to recommend or take disciplinary action.
- ☐ Reliably and repetitively identify inmates by visual means.
- ☐ Assist in restraining an inmate/resident.

- ☐ Engage in functions in confined areas to include working rotating shifts and physically checking doors, windows and other area to verify they are secure.
- ☐ May be subjected to verbal and mental abuse when confronted with hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Inspect unclothed inmates/residents with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons.
- ☐ Take appropriate action to prevent or diffuse potentially disruptive situations
- ☐ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ☐ Properly chart medical care.
- ☐ Define problems, collect data, establish facts and draw valid conclusions.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- ☐ Interpret an extensive variety of medical and technical instructions in the form of handwritten text, correspondence, policies, regulations, procedures, reports, directions for form completion and other simple or complex documents.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Any and all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ Graduate of an NLN accredited school of Nursing. Maintain professional licensure with the Board of Nurse Examiners in the state of employment.
- ☐ Two years Quality Assurance experience required. Six months experience correctional nursing preferred.
- ☐ Current CPR certification
- ☐ A valid driver's license required.

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	Intermittently	Constantly
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	Weight	N/A	Occasionally	Frequently	Constantly
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	N/A	Occasionally	Frequently	Constantly
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	N/A	Occasionally	Frequently	Constantly
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

Job Title: **REGISTERED NURSE**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(Date)

### **SUMMARY:**

The Registered Nurse (RN) plans and provides comprehensive nursing care including, but not limited to, executing physician's orders, dispensing and administering medications, and assisting physician in examinations and treatment of patients. Applies nursing and supervisory techniques required in the care, treatment and referrals of inmates/residents. Performs procedures such as intramuscular injections, blood pressure and CPR. Obtains and transmits urine, blood and other specimens for lab analysis.

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Attend sick call with the physician to see inmates/residents; prepare a list of inmates/residents to be examined; prepare examining room and equipment.
- ☐ Call the physician for medication and treatment orders, and/or other emergencies.
- ☐ Perform CPR when necessary. Keep CPR certification current with American Heart Association.
- ☐ Examine and assess new inmates/residents with illnesses or injuries or inmates/residents who become ill or injured; refer inmates/residents to the emergency room as required by their condition.
- ☐ Assist in monitoring the provision of all required contractual services.
- ☐ Assist in coordinating professional medical services provided by contract personnel and seeing that their needs are addressed.
- ☐ Monitor, as directed, inmate/resident inpatient hospitalizations for early release whenever appropriate.
- ☐ Keep equipment and work area clean; use or direct the use of appropriate sanitation methods.
- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outsider provider agencies.
- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but use sound independent judgment in meeting the responsibilities and performing the duties of the position.
- ☐ Regularly evaluate the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintain absolute security and confidentiality of all medical records.

- ☐ Review medical files to determine all provided services are documented.
- ☐ Closely monitor all potential catastrophic illnesses.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Audit pharmacy use for adherence to formulary, as directed or required.
- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Observe and record inmate/resident behavior.
- ☐ Inspect the medical unit for items that could be used as contraband by inmates/residents; securely store or safely dispose of supplies and equipment.
- ☐ Accept on call status as required.
- ☐ Provide health counseling and health education on individual or group basis, as required.
- ☐ Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; review reports and records produced on the shifts; properly processes all reports and documents in a timely manner.
- ☐ Read, analyze, comprehend and interpret medical and technical procedures, governmental regulations, legal and non-legal documents, including the processing of such documents as medical instructions, commitment orders, summons and other legal writs.
- ☐ Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgment.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Prepare and disseminate safety and accident reports as required by policies and procedures; take appropriate action in cases of serious and unusual incidents and emergencies.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures; policies, standards and/or contract.
- ☐ Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas for medical treatment.



- ☐ Initiate and complete investigations and inquiries with accuracy, as directed, gather information and evidence, interview and obtain the statements; exercise independent judgment by determining when probable cause exists to recommend disciplinary action.
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Assist in restraining an inmate/resident.
- ☐ Engage in functions in confined areas to include working rotating shifts and physically checking the doors, windows and other areas to verify they are secure.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Perform rescue functions at accidents, emergencies and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- ☐ Take appropriate action to prevent or diffuse potentially disruptive situations.
- ☐ Inspect unclothed inmates/residents with possible exposure to body fluids, wastes and possible encounter with deceased or contagious persons.
- ☐ Establish and maintain effective working relations with others and handle difficult interpersonal contacts.
- ☐ Properly chart medical care.
- ☐ Define problems, collect data, establish facts and draw valid conclusions.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals; apply concepts such as fractions, percentages, ratios and proportions to practical situations.
- ☐ Interpret an extensive variety of medical and technical instructions in the form of handwritten text, correspondence, policies, regulations, procedures, reports, directions for forms completion and other simple or complex documents.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Any or all duties and responsibilities as assigned.

**QUALIFICATIONS:**

- ☐ Graduate from an accredited college or university with a degree in nursing.
- ☐ Must be licensed and/or certified in the field of specialty in the state of employment.
- ☐ One year of professional nursing experience.
- ☐ A valid driver's license is required.
- ☐ Current CPR certification.

## SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	30			X	
Carrying up to	30		X		
Pushing up to	50		X		
Pulling up to	50		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

### **OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

Proprietary Information – Not for Distribution FCM Property

**JOB TITLE: SYSTEMS COORDINATOR**

Revised January 2002

(Applicant Name)

(signature) (Date)

**SUMMARY:**

Under the supervision of the Health Services Administrator, implements administrative policies and is the liaison with corporate office.

**ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

**☐ Payroll and Onsite human resource functions**

- ☐ Maintain a current staff roster.
- ☐ Perform payroll functions as delineated in FCM corporate policy.
- ☐ File ,track, and submit all personnel advertisements .
- ☐ Maintain current payroll status form.
- ☐ Follow designated tracking system to document employee hours.
- ☐ Holiday/vacation/sick time/probation period.
- ☐ Participate in all interviews for FCM line staff

**☐ Personnel:**

- ☐ Maintaining personnel folders and completing the following items when employees are hired:
  - ☐ Employee badge and physical.
  - ☐ PPD, and Drug Screen, Hep B vaccine or refusal.
  - ☐ Immigration forms INS I-9.
  - ☐ Copy of CPR card, driver's license, and professional license, Social Security card.
  - ☐ Completed application or resume.
  - ☐ Obtain License verification from the appropriate Board of Nursing
  - ☐ Background investigation form.
  - ☐ W-4 completed with copy to corporate.
  - ☐ Insurance Information sheet.
  - ☐ Employee demographics sheet sent to corporate.
  - ☐ Completed employer new hire form sent to corporate.
  - ☐ Payroll status form; Employment agreement.
  - ☐ Signed job description.
  - ☐ Signed ethics statement.
  - ☐ Signed form indicating the employee has read and understands employee handbook of policies and procedures.
  - ☐ Current list of employee telephones numbers and addresses.
  - ☐ Coordinate with Charge Nurse to schedule for 40-hour CCA orientation and 16 hour FCM Medical Dept. orientation.
  - ☐ Must ensure completion of the orientation checklist and keep in personnel folders.
  - ☐ All evaluations including 120 day end of probation agreement.
  - ☐ Employee folders must be kept confidential, at FCM Corporate office.

**☐ Administrative forms**

- ☐ Maintain the following files/forms in the H.S.A. office.

- ☐ Completed nursing assignment sheets; count sheets for all sharps, narcotics, dental tools, etc.
- ☐ **General**
  - ☐ Daily meeting with the Health Services Administrator.
  - ☐ Attending monthly Quality Assurance meeting. Ensure QA meeting minutes are faxed to corporate for signature prior to being filed at facility.
  - ☐ Maintains current master files of all forms, policies, procedures, protocols and handbooks in H.S.A. office.
  - ☐ Design, implement, and maintain all computerized tracking systems
  - ☐ Assist H.S.A. with all administrative functions as delegated.
  - ☐ Mail all billings received from vendors to corporate weekly.
  - ☐ Maintain Purchase Order system to include invoices and send to corporate office weekly.
  - ☐ Maintain petty cash/checking/receipt system and send accounting to corporate office weekly.
  - ☐ Any additional duties assigned.
  - ☐ Cross check nursing schedules
- ☐ Maintain a good working relationship with facility staff, nursing staff, contract providers and outside provider agencies.
- ☐ Utilize established corporate, facility and correctional policies and procedures in making decisions, but uses sound independent judgment in meeting the responsibilities and performing the duties of the position.
- ☐ Regularly evaluate the provision of medical services to prevent the inappropriate use or duplication of those services.
- ☐ Maintain absolute security and confidentiality of all medical records.
- ☐ Recommend methods of improving operational efficiency and cost effectiveness of health-related services.
- ☐ Comply with all applicable pharmacy laws, especially those covering controlled substances.
- ☐ Review, process and respond (via corporate counsel) to lawsuits; attend court hearings, when necessary; conduct research of charts; review status of inmates/residents with serious health problems for completion of all necessary intervention and treatment.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Evaluate and recommend physical safety requirements necessary to provide a safe working environment for both patients and staff.
- ☐ Facilitate, where applicable, NCCHC/ACA/JCAHO accreditation of the medical program by providing the required level of efficiency and approved, appropriate medical services.
- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts.
- ☐ Reliably and repetitively identify inmates/residents by visual means.

- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.

### **QUALIFICATIONS:**

- ☐ Minimum of a two year Associates Degree, prefer 4 year Bachelor Degree
- ☐ Proficiency in Microsoft Word for Windows, Lotus 1-2-3 or Excel and other personal computer applications preferred
- ☐ **Must demonstrate a knowledge of correctional custody methods and techniques, pertinent facility rules, regulations and standards, principles and practices of supervision and training, and principles and practices of management**
- ☐ Payroll experience preferred
- ☐ A valid driver's license

### **SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting		X		
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel; occasional long distance ground and air travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.

**JOB TITLE: X-RAY TECHNICIAN**  
Revised January 2002

\_\_\_\_\_  
(Applicant Name)

\_\_\_\_\_  
(signature) (Date)

**SUMMARY:**

Performs technical duties in the field of x-ray and participates in the general health care of patients by providing quality x-ray services. Assists the professional staff in maintaining a safe therapeutic environment. Works under the direct supervision of the Health Services Administrator.

**RADIOLOGY FUNCTIONS:**

- ☐ X-ray services on-site for the persons incarcerated at the facility on an as needed, non-emergency basis on scheduled visits Monday-Friday.
- ☐ Perform CPR when necessary. Keep CPR certification current with American Heart Association.
- ☐ Assist in the processing and preparation of films and delivery/pickup to/from radiologist for interpretation
- ☐ Perform any routine maintenance required by the manufacturer within the scope of practice of a radiological technician, perform/maintain preventative maintenance
- ☐ Report in writing to FCM when requested regarding the efficiency of the technical and support personnel provided by FCM and the status and sufficiency of supplies, equipment and working space at the facility
- ☐ Comply with FCM Policies and Procedures, Standards of Business Ethics and Conduct and Employee Handbook
- ☐ Do billing processes
- ☐ Maintain daily log of x-rays, generate daily lay-in list
- ☐ Do flash card
- ☐ Do EKG's as backup when nursing staff is not available
- ☐ Responsible for supplies, ordering and maintaining par levels
- ☐ Maintain cleanliness of area. Perform and document quality controls as indicated.
- ☐ Arrange with vendors to provide monthly preventative maintenance on processor and yearly inspection
- ☐ Maintain x-ray files using terminal digit system and a master list

- ☐ Maintain radiology badges through thermal Nutech

### **ESSENTIAL FUNCTIONS:**

The successful applicant should be able to perform ALL of the following functions at a pace and level of performance consistent with the actual job performance requirements.

- ☐ Able to work under stress and be emotionally capable of coping with complex and changing activities in a correctional environment
- ☐ May be required to be on standby and work extended shifts in situations deemed necessary by Health Services Administrator
- ☐ Practices basic cost containment and utilization management for patient care and facility operations.
- ☐ Prioritizes and organizes work so that required assignments are completed within specified period.
- ☐ Assists in the maintenance of a safe, comfortable facility environment; obtains and properly stores supplies; cleans and sterilizes instruments and equipment as needed.
- ☐ Promotes positive interpersonal relationships among co-workers and security.
- ☐ Participates in in-service orientation and continuing education classes. Obtains continuing education/service hours to meet NCCHC standards.
- ☐ Inspect the medical unit for items that could be used as contraband by inmates/residents; securely store supplies and equipment or ensure their safe disposal.
- ☐ Reliably and repetitively identify inmates/residents by visual means.
- ☐ Attend scheduled staff meetings, promote communications and the proper flow of relevant information in the medical unit.
- ☐ Communicate effectively and coherently to administration, staff, inmates/residents, visitors and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness and good judgement.
- ☐ Escort inmates/residents or coordinate the movement of inmates/residents to and from different areas for medical treatment.
- ☐ May be subjected to verbal and mental abuse when confronted with the hostile views and opinions of inmates/residents and others encountered in an antagonistic environment.
- ☐ Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.
- ☐ Add, subtract, multiply and divide using whole numbers, common fractions and decimals.
- ☐ Compute rate, ration and percent.
- ☐ May experience exposure to body fluids and may have encounters with deceased or contagious persons.



- ☐ Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contractual requirements.
- ☐ Interpret a variety of instructions furnished in oral, written, diagram or schedule form.
- ☐ Perform a variety of marginal duties not listed, to be determined and assigned as needed.

### **QUALIFICATIONS:**

- ☐ High school diploma, GED certification or equivalent.
- ☐ Certified/licensed radiological technician in state of employment.
- ☐ A valid driver's license required.
- ☐ Current CPR certification.

### **SUMMARY OF CURRENT JOB PERFORMANCE CHARACTERISTICS**

<b>GROUP I (Number of hours in an 8-hour day)</b>	<b>Intermittently</b>	<b>Constantly</b>
Sitting	>4	
Standing	>2	
Walking	>2	

<b>GROUP II</b>	<b>Weight</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Lifting up to	100		X		
Carrying up to	100		X		
Pushing up to	150		X		
Pulling up to	150		X		

<b>GROUP III</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Squatting		X		
Bending			X	
Kneeling		X		
Reaching			X	
Twisting			X	
Crawling		X		
Ladder Climbing		X		
Stair Climbing		X		
Other Climbing	X			

<b>GROUP IV</b>	<b>N/A</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>
Walking on rough ground		X		
Exposure to changes in temperature and/or humidity		X		
Exposure to dust, fumes or gases			X	
Being near moving machinery			X	
Working from heights		X		
Exposure to infectious diseases			X	
Driving		X		
Mental alertness				X

**OTHER CHARACTERISTICS:**

Use of the following equipment: Computer, telephone, copier, and specialized medical equipment.

Travel: Occasional local ground travel.

Additional Physical Demands: While performing the duties of this job, the employee is regularly required to use hands to finger; handle or feel objects or controls; reach with hands and arms; talk and hear.

Must occasionally push or pull up to 150 lbs.

Specific vision abilities required include close, color, distance, and peripheral vision; depth perception; and ability to adjust focus.



## Employee Handbook



Dear New Employee:

On behalf of First Correctional Medical, I wish to welcome you to our team.

The goal of First Correctional Medical is a simple one: Strive to deliver the best medical services possible at the most efficient cost. We believe each employee contributes directly towards meeting this goal and subsequently, First Correctional Medical's growth and ultimate success. As a member of our team, it is our hope that you will enjoy every success in your new responsibilities.

This handbook was designed to describe the level of professional conduct we expect from each employee. It outlines the policies of First Correctional Medical and the procedures used to administer those policies. We encourage you to familiarize yourself with these policies as soon as possible. We believe it will provide you with a great deal of information about the Company.

If you have questions about any of the policies herein contained, please feel free to contact your supervisor or Human Resources for clarification.

Once again, welcome to the team! We hope that your experience with First Correctional Medical will be challenging, enjoyable and mutually rewarding.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Tammy Y. Kastre'.

Tammy Y. Kastre, M.D.  
CEO, First Correctional Medical

## INTRODUCTION

These guidelines are intended to serve as a reference manual for advising employees of acceptable company standards and procedures. It is not intended to be a contract (express or implied), or otherwise create legally enforceable obligations on the part of the Corporation or its employees. It supercedes and replaces all previous personnel policies, practices, and guidelines.

Because the Corporation is a growing and changing organization, it reserves full discretion to add, modify or delete provisions of this manual, with or without advance notice. For this reason, employees should periodically check with Human Resources to obtain current information regarding the status of any particular guideline, procedure or practice. No individual other than the Chief Executive Officer of the Corporation has the authority to enter into any employment or other agreement that modifies the Corporation's guidelines. Any such modification must be in writing.

Nothing in these guidelines is intended to interfere with or limit in any way the At Will nature of employment with the Corporation. All employees of First Correctional Medical are employees at will. Nothing in these guidelines confers upon any employee any right to continue in the employment of First Correctional Medical for any period or time.

This manual is the property of First Correctional Medical, and is intended for use by corporate employees and management. Circulation of the manual outside of the corporation is expressly prohibited.

# **HUMAN RESOURCES GUIDELINES & PROCEDURES**

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## SECTION A: Staffing

### SUBJECT: Recruitment and Selection Guidelines

#### GUIDELINE: A-1

**FIRST  
CORRECTIONAL  
MEDICAL**

#### 1. PURPOSE

To establish guidelines for the recruitment, evaluation, selection, hiring, and placement of applicants to fill position openings.

#### 2. SCOPE

These guidelines apply to all applicants, all employees and all employment opportunities within the Corporation below Vice President level.

#### 3. DEFINITIONS

##### 3.1 New Hire

A person who has not worked as a regular employee for the Corporation prior to his or her starting date, or who has previously been employed, but is not eligible for prior service credit under the guideline of Bridging of Service for Rehires.

##### 3.2 Rehire

A person who has worked as a regular employee for the Corporation prior to his or her starting date and who is eligible for prior service credit under the guideline of Bridging of Service for Rehires.

##### 3.3 Hire Date

The date an employee actively begins work and is compensated on the Corporation's payroll.

#### 4. GUIDELINE

##### 4.1 General

The recruitment, evaluation, selection, hiring, and placement of applicants to fulfill staffing requirements is accomplished in accordance with the Corporation's Affirmative Action Plan.

#### 5. PROCEDURES

##### 5.1 Requisitioning



The department requiring a new employee (regular, full-time, regular part-time or temporary/supplemental) should complete a Job Requisition form, obtain approval in accordance with Section 6.1 below, and forward the form to Human Resources for approval and action.

## 5.2 Recruitment and Selection

- 5.2.1 Upon receipt of the approved Job Requisition, Human Resources will initiate the appropriate recruitment actions which include, but are not limited to: posting the vacancy in accordance with the internal job bidding system, reviewing applications on file, notifying community and/or employment agencies, considering employee referrals, advertising, etc.
- 5.2.2 The Human Resources Department and the selecting supervisor jointly review and interview applicants to identify those who have experience, professional and social skills and education that most closely fit the requirements of the position.
- 5.2.3 The selecting supervisor should recommend the most suitable candidate for the Approved position. If an external candidate is selected, the hiring supervisor should submit a completed, approved New Employee Profile and all interview notes to Human Resources (see guideline on Internal Job Bidding for procedures if an internal candidate is selected).

## 5.3 Pre-Employment Reference Checks

After a candidate has been identified to fulfill the position, the Human Resources Department may conduct pre-employment education, license and employer reference checks.

## 5.4 Offer of Employment

The Human Resources Department will extend the offer of employment to the selected candidate. Offers may be extended verbally and followed up with a written confirmation.

## 5.5 Employment of Minors

On or before their first day of work, the Corporation requires work permits or proof of a high school diploma or equivalent from all employees under the age of 18. The Corporation observes all applicable federal, state and local statutes and regulations regarding the employment of minors.

## 5.6 Orientation and Benefit Enrollment of New Employees

- 5.6.1 The Human Resources Department will prepare and conduct benefit enrollment and orientation of all new hires and re-hires. This process will include a review of benefits, policies and procedures, completion of employment-related forms and a discussion of the Company's philosophies.
- 5.6.2 The hiring supervisor should orient all new employees with respect to their job

responsibilities, and other expectations that may be required of the employee in that unit.

6. RESPONSIBILITIES AND SIGNATURE APPROVALS

6.1 Signature Approvals

- 6.1.1 Job Requisitions to fill budgeted replacement positions require approval three levels above the initiator, to include the department head, Human Resources and the Chief Executive Officer.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:

A handwritten signature in cursive script, appearing to read "S. Chovanec", written in dark ink.

## SECTION A: Staffing

SUBJECT: Equal Opportunity, Affirmative Action and Harassment

FIRST  
CORRECTIONAL  
MEDICAL

GUIDELINE: A-2

### 1. PURPOSE

To define the Corporation's position regarding nondiscrimination and Affirmative Action in all matters pertaining to employment throughout the organization.

### 2. SCOPE

This guideline applies to all applicants and employees throughout every aspect of the employment relationship including, but not limited to: recruitment, selection, placement, training, compensation, benefits, promotion, transfer, discipline, termination, and social and recreational programs.

### 3. DEFINITIONS

The Corporation has adopted the definitions used by applicable enforcement agencies such as the Equal Employment Opportunity Commission (EEOC) and, if applicable, the Office of Federal Contract Compliance Programs (OFCCP).

### 4. GUIDELINE

#### 4.1 General

To provide equal employment opportunity for all applicants and employees. The Corporation does not unlawfully discriminate on the basis of race, color, religion, sex, national origin, ancestry, marital status, sexual orientation, age, physical or mental disability (including AIDS and HIV), request/denial of Pregnancy Leave, Family Medical Leave, past, present or future membership in a uniformed service of the United States including status as a disabled veteran or Vietnam era veteran. The Corporation also makes reasonable accommodation for disabled and disabled veteran employees and for employees' religious observances and practices.

#### 4.2 Work Place Harassment

This guideline includes the provision that no employee will harass any other employee on any of the bases listed in 4.1. Harassment includes verbal, physical and visual harassment, solicitation of sexual favors, unwelcome sexual advances and creating or maintaining an intimidating or hostile work environment that unreasonably interferes with the individual's work performance.

Any incident of harassment, including work-related harassment by Corporation personnel or any other person, should be reported to management or to the Human Resources

Department. Any employee who violates this guideline or witnesses a violation and does not report the violation to his or her Supervisor is subject to disciplinary action which could include discharge.

No reprisal or retaliation will be taken against employees based upon their good faith inquiries and/or complaints.

#### 4.3 Affirmative Action

The company develops and maintains Affirmative Action Plans and Programs designed to achieve, in all job groups and in all organizational units, a work force that is fully representative of the composition of our community and labor markets, throughout the employment process, including hiring, training, and promotional practices.

It is the responsibility of every employee to cooperate with the spirit and intent of this guideline.

### 5. PROCEDURES

The Corporation will develop, maintain, and enforce a written Affirmative Action and Harassment Avoidance Program following guidelines established by legislation and applicable executive orders.

### 6. RESPONSIBILITIES

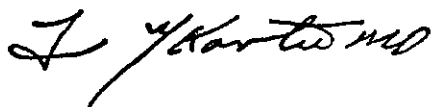
#### 6.1 Director of Human Resources

The Corporation has appointed the Director of Human Resources to serve as the Corporation's Equal Employment Officer. The EEO officer is responsible for administering, enforcing, monitoring and executing specific programs and actions designed to comply with this guideline. The EEO officer is also responsible for ensuring that employee complaints which arise under this guideline receive review through internal procedures.

#### 6.2 Corporation Chief Executive Officer

The Chief Executive Officer of the Corporation has the ultimate responsibility and accountability for this guideline.

Date Prepared: August 23, 1999  
Prepared by: Stephen J. Chovanec, Director of Human Resources  
Approved by:



SECTION A: **Staffing**

SUBJECT: **Proof of Right to Work in the United States**

**FIRST  
CORRECTIONAL  
MEDICAL**

GUIDELINE: A-3

1. **PURPOSE**

To establish procedures to comply with federal law regulating eligibility to work in the United States.

2. **SCOPE**

This guideline applies to all regular full-time, regular part-time and supplemental employees of the Corporation.

3. **DEFINITIONS**

None

4. **GUIDELINE**

The Corporation requires all new hires, consistent with federal law, to provide documentation sufficient to complete the I-9 within three (3) working days after their hire date establishing identity and right to work in the United States. Persons who are not able to provide acceptable documentation will not be offered continued employment by the Corporation.

5. **PROCEDURES**

5.1 Upon Offer

When an offer is made to an applicant, The Human Resources Department will inform the candidate that proof of identity and eligibility to work in the United States will be required upon hire. A list of acceptable documents will also be described and/or sent to the candidate.

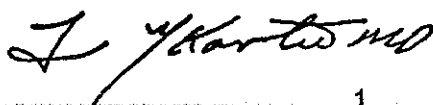
5.2 At Orientation

During orientation, The Human Resources Department will check and record documents establishing the employee's identity and eligibility to work in the United States in accordance with applicable federal regulations. All new employees hired by the Corporation will be required to complete INS Form I-9. These forms will be maintained in the Human Resources Department.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION A: Staffing

### SUBJECT: Internal Job Bidding

FIRST CORRECTIONAL MEDICAL
----------------------------------

#### GUIDELINE: A-4

#### 1. PURPOSE

To provide employees the opportunity to advance within the Company by expressing and interest in job openings for which they are qualified in order to enhance their career development.

#### 2. SCOPE

This guideline applies to all employees of the Corporation below the position of Vice President.

#### 3. DEFINITIONS

None

#### 4. GUIDELINE

##### 4.1 General

The Corporation's guideline, whenever and wherever possible, and as business necessity allows, is to fill position vacancies through the internal job bidding system prior to seeking candidates outside the Company. However, for recruitment purposes, it may be necessary for the Human Resources Department to conduct the internal and external search process simultaneously.

##### 4.2 Eligibility Requirements

- 4.2.1 Prior to applying for a posted position, employees must complete a minimum of one (1) year of continuous employment from their date of hire or date of transfer.
- 4.2.2 Employees must have demonstrated good, or above, job performance in their current position.
- 4.2.3 Employees must meet the job requirements (skills, education, experience and licensure) for the open position.
- 4.2.4 Employees must have not progressed to a formal corrective action step in the year preceding his or her application.
- 4.2.5 Any exception to the eligibility requirements must be approved by the management of the employee's current department and by Human Resources. Approval should be requested on a "Request for Waiver of Eligibility for Job Bidding" form.

## 5. PROCEDURES

### 5.1 Posting of Job Vacancies

Job vacancies should be posted for five (5) working days on an employee bulletin board.

### 5.2 Submission of Bids

5.2.1 Employees who meet all eligibility requirements may obtain a bid form from their supervisor, department manager or the Human Resources Department, complete the form and obtain written approval from their supervisor.

5.2.2 Employees should submit bids along with a copy of their resume to the Human Resources Department.

### 5.3 Review of Job Bids for Qualifications

5.3.1 The Human Resources Department will review internal candidates to ensure that eligibility and qualification requirements are met. The Human Resources Department will forward the five (5) candidates whose qualifications best meet the requirements for the position to the selecting manager. If there are fewer than five qualified candidates, all qualified bidders will be forwarded.

5.3.2 Internal candidates will be notified that their bid has been received in Human Resources and the status of their job bid.

### 5.4 Interview of Job Bidders

5.4.1 The selecting manager will contact qualified internal candidates to arrange for an interview.

### 5.5 Final Disposition of Bid

5.5.1 After a selection is made, the selecting supervisor will forward an approved Employee Status Change Form on the successful job bidder and evaluation sheets on all internal candidates interviewed to the Human Resources Department. The selecting supervisor or Human Resources will notify candidates who were not selected for the position.

5.5.2 Following the successful bidder's acceptance of the job offer, he/she should be allowed to report to the new position on the first Monday following the two week release period. Any exception to this provision requires the mutual agreement of the releasing and hiring supervisors. However, in fairness to the job bidder, delays should be avoided.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION A: Staffing

**FIRST  
CORRECTIONAL  
MEDICAL**

SUBJECT: Employment of Relatives

GUIDELINE: A-5

### 1. PURPOSE

To manage, for reasons of supervision, security, safety and morale, the employment of relatives of employees.

### 2. SCOPE

This guideline applies to all employees within the Corporation.

### 3. DEFINITIONS

#### 3.1 Relative

For the purpose of this guideline, a relative includes: spouse, child, parent, sister, brother, aunt, uncle, niece, nephew, grandparent, grandchild, and the corresponding relationships by current marriage or adoption. Also included are other significant relationships, legal or defacto, which may affect the ability to objectively exercise effective management responsibilities. Employees are required to inform the Corporation of the existence or establishment of such relationships.

### 4. GUIDELINE

To give relatives of employees equal consideration with other applicants for employment and assignment except where to do so would adversely affect supervision, security, safety or morale. An employee and their relative should not be placed in an employment situation that results in:

- One employee having a direct supervisory relationship over the other; or
- A situation in which the Corporation, in its sole judgement, determines that the circumstances of employment adversely affect supervision, security, safety or morale or create a conflict of interest.

### 5. PROCEDURES

Working relationships that conflict with this guideline should be brought to the attention of the Human Resources Department. The Corporation will review such conflicts on a case-by-case basis and will attempt to accommodate both individuals by reassigning one or both employees. If, in the sole judgement of the Corporation, both employees cannot be accommodated without undue hardship to the Corporation, one of the employees will be asked to leave the Corporation.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:

Property of FCM





## SECTION A: **Staffing**

SUBJECT: **Bridging of Service for Rehires**

GUIDELINE: A-6

**FIRST  
CORRECTIONAL  
MEDICAL**

### 1. PURPOSE

To establish guidelines under which rehired employees may be credited for prior service with the Corporation.

### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees.

### 3. DEFINITIONS

#### 3.1 Regular Full-time and Part-time Employees

As defined in Salary Administration guideline.

#### 3.2 Hire date

As defined in Recruitment and Selection Guidelines.

#### 3.3 Termination date

The last day an employee was present and actually performed work for the Corporation, or the last date formally covered by an approved leave.

### 4. GUIDELINE

- 4.1 Employees rehired within the amount of time equal to his or her prior tenure with the Corporation, up to one (1) year from the employee's termination date, will be credited with seniority for the prior service for benefit accrual purposes only.
- 4.2 The employee's most recent hire date will remain that employee's date of hire for all other purposes.
- 4.3 No credit will be earned for the intervening time before being rehired except as may be required by state or federal law.
- 4.4 Employees meeting the provisions of 4.1 will have accrued occasional absence leave restored at the level of hours possessed at termination.
- 4.5 Rehired employees may buy back vacation accruals originally paid out to them when they left the company within thirty (30) days of their rehire date.

### 5. PROCEDURES

Property of FCM

The hire date for eligible employees will be adjusted for benefit accrual purposes during the employee orientation and benefit enrollment process.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read "S. Chovanec", written over the "Approved by:" line.

SECTION A: **Staffing**

SUBJECT: **Personnel Recordkeeping**

GUIDELINE: A-7

**FIRST  
CORRECTIONAL  
MEDICAL**

1. **PURPOSE**

To establish procedures for the creation and maintenance of personnel records for the Corporation.

2. **SCOPE**

This guideline applies to all employees and all personnel files.

3. **DEFINITIONS**

None

4. **GUIDELINE**

To establish and maintain personnel files for each employee upon hire. These files will be housed in the Human Resources Department and are the property of the Corporation. With the exception of sensitive or regulatory information, all records should be maintained in the main personnel file. Records include, but are not limited to: originals of the application form, performance appraisals, written corrective action plans or memoranda, tax forms, benefit forms, work permits, employee profiles and change forms. Reference checks and interview notes should be maintained in a separate file for each employee. I-9 forms and EEO self-identification forms should also be maintained in a separate file. Employees may inspect their main personnel file at reasonable times upon reasonable notice.

5. **PROCEDURES**

The Human Resources Department should establish and maintain a set of personnel files for each employee upon hire. Personnel files will be maintained for seven years after termination of the employee.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION A: Staffing

### SUBJECT: Zero Tolerance Harassment

FIRST  
CORRECTIONAL  
MEDICAL

#### GUIDELINE: A-8

##### 1. PURPOSE

To define the Corporation's position regarding maintenance of a work environment free from Harassment throughout the organization.

##### 2. SCOPE

This guideline applies to all employees throughout the organization and is a commitment to provide a work environment free from Harassment.

##### 3. DEFINITIONS

The Corporation has adopted the definitions used by the Equal Employment Opportunity Commission (EEOC).

##### 4. GUIDELINE

###### 4.1 General

The company is committed to maintaining a work environment free from Harassment for all employees. In order to provide a productive and positive working environment, it is important that an atmosphere characterized by mutual respect be maintained.

###### 4.2 Work Place Harassment

This guideline includes the provision that no employee will harass any other employee, regardless of whether the harassment is of a sexual nature or in reference to race, color, creed, national origin, gender, pregnancy, sexual orientation or preference, marital status, sex, religion, age, military service, disability or handicap. Any behavior that creates or contributes to an intimidating, hostile or offensive environment is absolutely prohibited and will result in disciplinary action, up to and including termination.

The Company's prohibition of harassment includes, but is not limited to, the following forms of sexual harassment:

- Any request for sexual favors as a condition of employment;
- Unwelcome sexual advances, including uninvited and unwarranted touching, fondling or bodily contact;
- Other inappropriate vulgar, graphic, or obscene language, or physical conduct of a sexual nature when:
  1. Submission to such conduct is made either explicitly or implicitly a term or condition Of an individual's employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
4. Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

The types of conduct prohibited by this policy include lewd or sexually suggestive comments; jokes of a suggestive nature; any display of sexual materials; and any graphic or physical conduct of a sexual nature. Every new employee will be provided a copy of the "Sexual Conduct in the Workplace" booklet, which further defines and gives examples of what constitutes sexual harassment. Employees may report any harassment activities even if they were not the target of the harassment.

## 5. PROCEDURES

Any employee who believes he or she has been subjected to harassment should immediately report the conduct to his or her supervisor or the Human Resources Director (Stephen Chovanec at 1-888-494-1360). In addition, any manager or supervisor who is aware of any employee who has been subjected to harassment should immediately report the conduct to the Human Resources Director. In the event any person reporting an episode of harassment would rather speak to someone other than the Human Resources Director, that person should speak to the Business Manager at the Corporate office (1-888-494-1360), who is available and trained to discuss the episode of harassment in a professional and confidential manner.

Human Resources will investigate in confidence\*, all reported incidents of sexual harassment and retaliation. Each case will be handled on an individual basis. Any employee who violates this guideline will be subject to disciplinary action, which could include discharge.

**NO RETALIATION OR REPRISAL WILL BE TAKEN AGAINST EMPLOYEES BASED UPON THEIR GOOD FAITH INQUIRIES AND/OR COMPLAINTS.**

It is the responsibility of every employee to cooperate with the spirit and intent of this guideline.

## 6. RESPONSIBILITIES

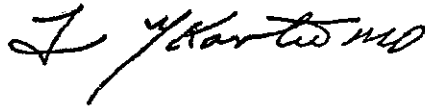
### 6.1 Director of Human Resources

The Corporation has appointed the Director of Human Resources to serve as the Corporation's Equal Employment Officer. The EEO officer is responsible for administering, enforcing, monitoring and executing specific programs and actions designed to comply with this guideline. The EEO Officer is also responsible for ensuring that any employee complaints which arise under this guideline receive review through internal procedures.

### 6.2 Corporation Chief Executive Officer

The Chief Executive Officer of the Corporation has the ultimate responsibility and accountability for this guideline.

Date Prepared: August 23, 1999  
Prepared by: Stephen J. Chovanec, Director of Human Resources  
Approved by:



\* "in confidence," in sexual harassment complaints, means that only those involved in the investigation and resolution of the matter will be informed of the circumstances. Complainants will be told how the information will be used to resolve the matter.

SECTION A: **Staffing**

SUBJECT: **Temporary Assignments**

GUIDELINE: A-9

**FIRST  
CORRECTIONAL  
MEDICAL**

1. PURPOSE

To establish guidelines and procedures for the temporary assignment of employees into different positions within the Corporation.

2. SCOPE

All regular full-time and regular part-time employees.

3. DEFINITIONS

3.1 Regular Full-Time and Regular Part-Time Employees

3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

3.2 Temporary

A duration no shorter than one (1) month in length and no longer than six (6) months in length.

3.3 Temporary Transfer Assignment

A temporary move to a job in the same salary grade.

3.4 Temporary Promotion Assignment

A temporary move to a job in a higher salary grade reflecting a significant increase in job scope and responsibilities.

3.5 Temporary Demotion Assignment

A temporary move to a job in lower grade level reflecting a significant decrease in job scope and responsibilities.

3.6 Salary Grade

Level assigned to a job based on scope, required skills and responsibilities.

#### 4. GUIDELINE

Assigning an employee to a position temporarily should be limited to situations in which feasible alternatives do not exist and should be monitored closely to ensure appropriateness.

##### 4.1 Length of Assignment

4.1.1 Temporary assignments must have a definite start and completion date. Open-ended assignments will not be approved.

4.1.2 Temporary assignments have a duration of one (1) to six (6) months. Assignments under one (1) month do not qualify for temporary assignment and should be absorbed as a normal function of the department staff.

4.1.3 Temporary assignments over six (6) months in length require regular or long term placement. Approval of temporary assignments over six (6) months due to compelling business reasons, e.g., contract phase-outs, etc., must be approved by the Director of Human Resources.

##### 4.2 Qualifications

4.2.1 Employees being temporarily assigned must meet the minimum requirements of the position. If an employee does not meet the minimum requirements of the positions, he/she can not fully assume the position's responsibilities and should not be transferred or promoted into the temporary assignment.

4.2.2 The employee must be in good standing and not in corrective action.

##### 4.3 Compensation

###### 4.3.1 Temporary Transfer Assignments

Temporary transfer assignments do not include a salary increase unless there is a significant inequity between the temporary assigned employee's salary and salaries of existing job incumbents.

###### 4.3.2 Temporary Promotion Assignments

Increases for temporary promotional assignments will fall within 5% - 15%, as with regular promotional increases.

###### 4.3.3 Temporary Demotion Assignments

Temporary transfer assignments do not include a salary decrease unless there is a significant inequity between the temporary assigned employee's salary and salaries of existing job incumbents.

#### 5. PROCEDURES



5.1 Employee Status Change Form

An employee status change form must be completed and signed by the employee's direct supervisor and department director when the employee begins a temporary assignment and again when the temporary assignment ends.

5.2 Justification Letter

A written justification statement must be attached to the status change form and should include the following:

- Reason for temporary assignment (LOA, vacant position, etc.)
- Length of assignment (including start and completion dates). Open-ended assignments will not be approved.
- Qualifications of person being promoted/transferred.
- Approval of immediate supervisor and department/division director.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION A: Staffing

SUBJECT: Secondary Positions "Internal Moonlighting"

GUIDELINE: A-10

FIRST  
CORRECTIONAL  
MEDICAL

### 1. PURPOSE

To establish guidelines and procedures for employees working a secondary position at First Correctional Medical Inc.

### 2. SCOPE

All regular full-time and regular part-time employees.

### 3. DEFINITIONS

#### 3.1 Regular Full-Time and Regular Part-Time Employees

##### 3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

##### 3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

#### 3.2 Non-Exempt and Exempt Employees

##### 3.2.1 Non-Exempt Employees

Employees who perform work that meets certain qualifying criteria stipulated in the Fair Labor Standards Act (FLSA). Non-exempt employees are paid in direct proportion to the number of hours worked and subject to overtime provisions of state and federal law.

##### 3.2.2 Exempt Employees

Employees who perform work that the FLSA describes as professional, administrative, executive or outside sales. Exempt employees are paid a bi-weekly salary that is not based on the number of hours worked and are not subject to the overtime provisions of the state and federal law.

#### 3.3 Secondary Position

A position which is not and employee's primary position within the Corporation and is in a different department, performed on an as-needed basis during peak production periods, or

on an otherwise temporary basis. Assignments under one (1) month or within the same department do not qualify as a temporary assignment and should be absorbed as a normal function of the department staff.

### 3.4 Temporary

Generally a duration no shorter than one (1) month and no longer than six (6) months in length.

### 3.5 Salary Grade

Level assigned to a job based on scope, required skills and responsibilities.

## 4. GUIDELINES

The practice of employees working secondary jobs within First Correctional Medical Inc. should be used to fill a short term need. In order to comply with the FLSA, the following pay practices should be strictly enforced.

### 4.1 Length of Assignment

4.1.1 Temporary assignments have a duration of one (1) to six (6) months. Assignments under one (1) month do not qualify for temporary assignment and should be absorbed as a normal function of the department staff.

4.1.2 Temporary assignments over six (6) months in length require regular or long term placement. Approval of temporary assignments over six (6) months due to compelling business reasons, e.g., contract phase-outs, etc., must be approved by the Director of Human Resources.

### 4.2 Qualifications

4.2.1 Employees being temporarily assigned must meet the minimum requirements of the position. If an employee does not meet the minimum requirements of the positions, he/she can not fully assume the position's responsibilities and should not be transferred or promoted into the temporary assignment.

4.2.2 The employee must be in good standing and not in corrective action.

### 4.3 Compensation

4.3.1 The employee may be paid at a different rate for the secondary position. The rate of pay for the secondary position will be in the salary range of the position being performed.

#### 4.3.2 Non-Exempt Employees

A non-exempt employee who simultaneously works two or more jobs paying different rates will be paid time and one-half (1 1/2) the established straight time rate for the work performed during overtime hours.

#### 4.3.3 Exempt Employees

An employee who works in an exempt capacity in his/her primary position and then works in a non-exempt capacity on a separate and distinct job at another rate of pay, will not be paid overtime if the non-exempt overtime work does not exceed 20% of the employee's working time. Non-exempt work that exceeds 20% of the exempt employee's working time will be eligible for time and one-half (1 ½) the established straight-time rate for the work performed during overtime hours.

For example: An employee works 40 hours per week in their "regular" exempt position. If they work a "secondary" non-exempt position, they will be paid straight time for the first 8 hours and time and one-half (1 ½) for hours over 8 per week at their "secondary" rate of pay.

## 5. PROCEDURES

### 5.1 Approvals

Employees must have written approval from their supervisor, department director and the department director for which they will be working before beginning a secondary position. The written approval should be in memo format with a copy to Human Resources for the employee's file.

### 5.2 Employee Status Change Form

Individual entries should be used for each separate and distinct position performed. Entries must include hours worked and rate of pay for each position. The supervisor for the employee's secondary position must sign the entry for the hours worked and rate of pay for the secondary position.

Date Prepared: August 23, 1999  
Prepared by: Stephen J. Chovanec, Director of Human Resources  
Approved by:



## SECTION B: Compensation

SUBJECT: Working Hours and Pay Practices

GUIDELINE: B-1

FIRST  
CORRECTIONAL  
MEDICAL

### 1. PURPOSE

To identify and describe the working hours and pay practices for the Corporation.

### 2. SCOPE

All employees below the position of Vice-President.

### 3. DEFINITIONS

#### 3.1 Non-Exempt and Exempt Employees

##### 3.1.1 Non-Exempt Employees

Employees who perform work that meets certain qualifying criteria stipulated in the Fair Labor Standards Act. Non-exempt employees are paid in direct proportion to the number of hours worked and subject to overtime provisions of state and federal law.

##### 3.1.2 Exempt Employees

Employees who perform work that the Fair Labor Standards Act describes as professional, administrative, executive or outside sales. Exempt employees are paid a weekly or bi-weekly salary that is not based on the number of hours worked and not subject to the overtime provisions of state and federal law.

#### 3.2 Pay Periods

Begin at 12:01 a.m. on Sunday and end on 12:00 midnight Saturday, two weeks later.

#### 3.3 Work Shifts

3.3.1 First Shift: Shift in which the majority of time worked falls within the hours of 7:00 a.m. and 5:00 p.m.

3.3.2 Second Shift: Shift in which the majority of time worked falls within the hours of 3:00 p.m. and 12:00 a.m. (midnight)

3.3.3 Third Shift: Shift in which the majority of time worked falls within the hours of 11:00 p.m. and 7:00 a.m.

### 4. GUIDELINES

The Corporation establishes working hours and pay practices in conformance with all applicable state and federal laws, statutes or regulations.

## 5. PROCEDURES

### 5.1 Hours of Work

- 5.1.1 Employees generally work five (5) days within a seven (7) day workweek.
- 5.1.2 Non-exempt employees working a shift of more than six (6) hours will receive at least one (1) thirty (30) minute unpaid meal period, or non-exempt employees will receive one (1) paid fifteen (15) minute rest period for every four (4) hours worked.
- 5.1.3 The Corporation observes all legal restrictions pertaining to the number of hours that employees under the age of eighteen (18) may work.
- 5.1.4 Flexible work hours for exempt and non-exempt employees may be scheduled at the supervisor's discretion, with prior approval by the department director and Human Resources.
- 5.1.5 Departments operating under an alternative work arrangement, i.e., four (4) ten (10) hour days, are subject to work hours and pay practices as described in their alternative work schedule agreement.

### 5.2 Pay Practices

- 5.2.1 Employees are paid bi-weekly, on the Friday of the first week of the new pay period. if the payday falls on a holiday, paychecks will be issued on the preceding workday.
- 5.2.2 All earnings that occurred during the payroll period are paid in arrears for that payperiod.

### 5.3 Overtime

See Compensation Guideline B-2.

### 5.4 Call-Back Pay

Any non-exempt employee who is called back to work after having left the premises and who was not previously notified to return to work, or who is called in to work when the employee is not scheduled to work, will be paid a minimum of two (2) hours at their applicable rate.

### 5.5 On-Call Pay

Exempt and non-exempt employees do not receive pay for hours that they are not scheduled to work but are required to be on-call and/or carry a beeper. If a non-exempt employee is called back to work, he/she will receive call-back pay.

### 5.6 Show-Up Pay

5.6.1 Each workday that a non-exempt employee is required to report for work and does report but is not put to work or is furnished less than half (1/2) the employee's usual or scheduled day's work, the employee shall be paid for half (1/2) the usual or scheduled day's work.

5.6.2 The above pay provisions are not applicable when operations cannot commence or continue due to:

- threats to employees or property, or by recommendation of civil authorities; or
- business reasons; or
- public utilities fail to supply electricity, water, or gas, or there is a failure in the public utilities, or sewer system; or
- the interruption of work is caused by an Act of Nature or other cause not within the Corporation's control.
- facility shut down or lockout due to security measures.

5.6.3 Pay provisions in the case of the events set forth in 5.6.2 are as follows:

Non-exempt Employees:

- Employees who report to work and are later advised no work is available will be paid for the actual hours at work or four (4) hours, whichever is greater.
- Employees who report to work and are released early due to a stop in business operations will be paid for actual hours at work or the normal work shift, whichever is greater.
- Employees who report and voluntarily elect to leave early will be paid for actual hours worked, even if less than four (4) hours.
- Employees who do not report to work will not be paid for the time not worked. They may use personal absence or vacation time, if available, for the time missed.

Exempt Employees

- Employees who report to work and leave prior to completion of their shift will be paid for their regularly scheduled work shift.
- Employees who do not report to work will not be paid for the time missed. They may make up the lost time and/or use personal absence or vacation for the time missed.

5.7 Shift Differential

5.7.1 Shift differentials are reviewed and determined on an annual basis. The current shift differentials may be obtained from the Human Resources Department.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION B: Compensation

SUBJECT: Overtime

GUIDELINE: B-2

FIRST  
CORRECTIONAL  
MEDICAL

### 1. PURPOSE

To establish guidelines and procedures for the use and compensation of overtime for non-exempt employees of the Corporation.

### 2. SCOPE

All employees who are not exempt from the overtime provisions of the Fair Labor Standards Act or applicable state and federal laws, statutes or regulations.

### 3. DEFINITIONS

#### 3.1 Non-Exempt and Exempt Employees

##### 3.1.1 Non-Exempt Employees

Employees who perform work that meets certain qualifying criteria stipulated in the Fair Labor Standards Act or applicable state law. Non-exempt employees are paid in direct proportion to the number of hours worked and subject to overtime provisions of state and federal law.

##### 3.1.2 Exempt Employees

Employees who perform work that the Fair Labor Standards Act describes as professional, administrative, executive or outside sales. Exempt employees are paid a weekly or bi-weekly salary that is not based on the number of hours worked and not subject to the overtime provisions of state and federal law.

#### 3.2 Workday

A workday starts when the employee begins work and ends 24 hours later.

#### 3.3 Workweek

A workweek starts at 12:01 a.m. Sunday and ends on 12:00 midnight Saturday.

#### 3.4 Overtime

All hours worked by a non-exempt employee either on-site or off-site locations in excess of the maximum hours in one workday or one workweek (see attached state schedule).

#### 3.5 Regular Rate of Pay



An employee's current hourly rate of pay, including any differential payments and/or bonuses except those specifically excluded from overtime calculations in the Fair Labor Standards Act or applicable state and federal laws, statutes or regulations.

#### 4. GUIDELINES

Non-exempt employees working overtime will be compensated in conformance with all applicable state and federal laws, statutes and regulations as set forth below.

##### 4.1 Pre-Authorization of Overtime

Non-exempt employees may not work overtime without the express prior approval of their supervisor. Non-exempt employees who work overtime without prior approval of their supervisor are subject to disciplinary action up to and including termination.

##### 4.2 Overtime Compensation

4.2.1 Overtime hours will be compensated at one and one-half times (1 ½) the regular rate of pay for all hours worked in excess of the maximum (see attached matrix for maximum hours).

##### 4.3 Calculating Overtime

4.3.1 Only those hours actually worked and holiday hours paid are included when calculating an employee's overtime compensation.

4.3.2 Overtime will be computed on actual minutes worked, adjusted to the nearest increment of fifteen (15) minutes.

##### 4.4 Travel Time Compensation

4.4.1 When a non-exempt employee's job assignment involves traveling from one work site to another after reporting for the day's work, the travel time will be counted as hours worked.

#### 5. PROCEDURES

5.1 Overtime hours are paid to non-exempt employees upon submission of an approved accurate time sheet to the Human Resources Department.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION B: Compensation

SUBJECT: Salary Administration

GUIDELINE: B-3

**FIRST  
CORRECTIONAL  
MEDICAL**

### 1. PURPOSE

To establish guidelines and procedures to ensure equitable pay administration for employees throughout the Corporation while maintaining internal equity and external competitiveness.

### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees below the position of Vice President.

### 3. DEFINITIONS

#### 3.1 Regular Full-Time and Regular Part-Time Employees

##### 3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

##### 3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

#### 3.2 Salary Grade

Level assigned to a job based on scope, required skills and responsibilities.

#### 3.3 Salary Range

Established minimum and maximum salary parameters within which employees are paid within their respective salary grade. Salary ranges define the minimum and maximum rates employees will be paid for the work they perform.

#### 3.4 New Hire and Re-Hire Employees

##### 3.4.1 New Hire

An individual who has not previously worked for the Corporation or who previously worked for the Corporation, but whose service was not bridged under Guideline A-6.

##### 3.4.2 Rehire

An individual who previously worked for the Corporation and whose service was bridged under Guideline A-6.

3.5 Promotion

Move to a job in a higher salary grade reflecting a significant increase in the job scope and responsibilities.

3.6 Transfer

Lateral move to a job in the same salary grade.

3.7 Demotion

Move to a job in a lower salary grade reflecting a significant decrease in the job scope and responsibilities.

3.8 Performance Merit Salary Increase

Salary increase based on individual job performance and merit budget objectives.

3.9 Job Evaluation or Position Reclassification

The process whereby jobs or individual positions are evaluated or re-evaluated and assigned appropriate grade levels based on scope, required skills and responsibilities.

3.10 Equity Adjustment

Increase in salary warranted by comparison with internal peers and/or external labor market.

4. GUIDELINES

The following sections provide guidance in establishing and maintaining fair, equitable and competitive salary levels. The Human Resources department will assist management in following the guidelines to determine the appropriate salary action. To ensure accurate communication, no discussion regarding salary action or grade assignment should take place with the affected employee until the appropriate signatures have been received from management and Human Resources.

4.1 Salary Ranges

4.1.1 Under some circumstances salaries may fall below the established minimum or exceed the established maximum of the salary range. Examples include situations involving:

- Reorganization and restructuring of jobs resulting in salary grade changes; or
- Salary structure changes; or
- Delayed merit increases; or
- Below acceptable job performance

4.1.2 If a base salary falls below the range minimum, a special adjustment may be granted. Timing of such increases is dependent upon the reason for the salary falling below the range minimum as follows:

- Adjustments due to changes in the salary structure will take place on the first pay cycle of the fiscal year or, to accommodate administrative preparation, as soon as possible thereafter.
- Other adjustments to bring an employee to range minimum will take place when justified.

4.1.3 Employees with salaries above the range maximum will not be eligible for a salary increase until increases in the salary structure cause the employee's salary to fall within the salary range. Exceptions must be approved by the Manager, department Vice president and Human Resources.

#### 4.2 Pay Rates for New Hires/Re-Hires

##### 4.2.1 New Hire Pay Rates

Newly hired employees will typically receive salaries in the lower half of the salary range. Factors relating to the actual salary offered include previous salary, prior work experience, skill level, education, training and market supply and demand. New employees who are considered fully qualified to immediately perform at a level consistent with the Corporation's standards may be hired at a salary rate closer to the midpoint of the salary range.

##### 4.2.2 Re-hire Pay Rates

Job level, salary at time of separation, level of performance, skill level and work experience will be taken into consideration when determining the pay rate of an individual who is re-hired.

#### 4.3 Promotions

4.3.1 Promotions are generally accompanied by promotional salary increases, which are effective on the date of the promotion.

4.3.2 In determining the actual percentage of the promotional adjustment, consideration is given to the number of salary grades the new position is above the former position, the amount of time since the employee's last merit adjustment, past salary history, and the need to maintain salary equity in the department. The new salary should typically fall into the lower half of the new salary range, although for a fully qualified individual, it may be set nearer to the midpoint of the new salary range.

4.3.3 If the amount of time since the employee's last merit adjustment is six (6) months or more, the employee should receive a pro-rated merit increase to be combined with the promotional increase.

4.3.4 Promotional increases combined with pro-rated merit should fall within the range of 5% to 15%.

#### 4.4 Transfers

4.4.1 Transfers are typically not accompanied by a change in salary.

#### 4.5 Demotions

##### 4.5.1 Based upon Employee Request

If the employee's current salary is above the new range maximum, the salary should immediately be reduced to a level no higher than the maximum of the new range. Future salary increases will be based upon performance and position in salary range, not to exceed range maximum.

##### 4.5.2 Based upon Performance

If the employee's current salary is above the new range maximum, the salary should immediately be reduced to a level no higher than the maximum of the new range. Future salary increases will be based on performance and position in salary range, not to exceed range maximum.

##### 4.5.3 Based upon Job Elimination

If the employee's current salary is above the new range maximum, the salary is frozen at the existing level and shall remain frozen until it falls below the maximum of the salary range. Future salary increases will be based on performance and position in the new salary range, not to exceed range maximum.

#### 4.6 Performance Merit Salary Increases

4.6.1 See Performance Evaluation Guideline F-1.

4.6.2 Employees are eligible for a performance evaluation and corresponding merit increase in accordance with the current review cycle.

4.6.3 The amount of performance merit increase is provided by the Merit Increase Guidelines Matrix. Each year the Matrix is reviewed to ensure both achievement of the corporate merit budget objectives and competitiveness in the labor market.

4.6.4 It is intended that salaries of employees who satisfactorily meet performance expectations should reach the midpoint of the salary range over time. To achieve this goal, the merit increase guidelines provide that employees meeting performance expectations and who have salaries below the midpoint target will have their salary progress at a greater percentage than employees already being compensated higher in the salary range. Similarly, employees who are already being paid more than the targeted level will have the rate of their salary progression slowed unless they attain a higher level of performance. Over time, the matrix will bring salaries into a position in the range which is consistent with the individual employee's level of performance. Accordingly, only the percentages in the appropriate box of the Matrix should be used.

#### 4.7 Job Evaluation and Position Reclassification

- 4.7.1 When gradual cumulative changes in job content, responsibility and job requirements result in a job evaluation and corresponding increase in grade, the incumbent is not typically eligible for an immediate salary increase. However, the reclassification would result in increased earnings potential and possibly larger future merit increases due to the salary being lower in the new salary range. An exception to this guideline may occur if the salary falls below the new range minimum (see Section 4.1.2) or there is a resulting equity issue.
- 4.7.2 A sudden and significant change in job content, responsibility and job requirements resulting in an increase in salary grade may be accompanied by a promotional increase. Such promotional increase must result from a definite and sudden change in job content and not an accumulation of small job changes over an extended period of time.
- 4.7.3 If reclassification results in the job being assigned to a lower grade and the employee's salary is above the new range maximum, the employee's salary will be frozen until their position in the salary range falls below the range maximum. Exceptions must be approved by the Manager, department Vice President and Human Resources.

4.8 Equity Adjustments

Equity adjustments may be granted when an employee's salary is significantly below that of his/her peers or the external labor market for comparable levels of skill, experience, responsibility and performance. Equity adjustments require written justification and approval from the department Vice President and the Manager, and Human Resources.

Date Prepared: August 23, 1999  
Prepared by: Stephen J. Chovanec, Director of Human Resources  
Approved by:



## SECTION B: Compensation

SUBJECT: Inclement/Hazardous Weather

GUIDELINE: B-4

FIRST  
CORRECTIONAL  
MEDICAL

### 1. PURPOSE

To establish guidelines and procedures for administering employee pay as a result of work stoppage and/or office closings due to inclement/hazardous weather or other similar reasons.

### 2. SCOPE

Regular full-time and regular part-time employees.

### 3. DEFINITIONS

#### 3.1 Non-Exempt and Exempt Employees

##### 3.1.1 Non-Exempt Employees

Employees who perform work that meets certain qualifying criteria stipulated in the Fair Labor Standards Act. Non-exempt employees are paid in direct proportion to the number of hours worked and subject to overtime provisions of state and federal law.

##### 3.1.2 Exempt Employees

Employees who perform work that the Fair Labor Standards Act describes as professional, administrative, executive or outside sales. Exempt employees are paid a bi-weekly salary that is not based on the number of hours worked and not subject to the overtime provisions of state and federal law.

### 4. GUIDELINE

#### 4.1 General

The Inclement/Hazardous Weather guideline provides employees with information regarding pay and notification processes when office openings are delayed or early closings occur due to hazardous weather.

Weather and road conditions frequently vary depending on where employees live. While employees are expected to make reasonable efforts to come to work, they are not expected to do so at the risk of endangering themselves or others.

### 5. PROCEDURES

#### 5.1 Company Initiated Office Closings

Senior Management, through Human Resources, is responsible for making the final decision on whether or not business operations will close. If applicable, the designated telephone number should be called to hear any recorded messages announcing whether the office is open or closed.

When a decision is made to close the office due to severe weather, regular employees will be paid for their normally scheduled hours.

## 5.2 Delayed Openings/Early Closings

Senior Management will make a decision based on forecasted weather and road conditions, whether or not to suspend work operations for the day or delay business openings. Operational Management will determine what work is available and if appropriate, provide direction on reassignment of employees to other work assignments or, with Human Resources concurrence, give the directive to release employees prior to the end of their shift.

### 5.2.1 Non-Exempt Employees

Non-exempt employees who report to work after an approved delayed opening or are released early due to a stop in total business operations, will be paid for actual hours worked or their normally scheduled hours, whichever is greater.

Non-exempt employees who voluntarily report to work late or voluntarily elect to leave early will be paid for the actual hours worked. At the Supervisor's discretion, employees may be allowed to make up lost time (in accordance with applicable federal and state overtime laws) and/or use personal absence or vacation time.

Non-exempt employees who do not report to work will not be paid for the time missed. However, at the Supervisor's discretion, and in accordance with Section 5.3 below, these employees may be granted the option of treating the missed day as an excused absence without pay, making up lost time, or using personal absence or vacation time.

### 5.2.2 Exempt Employees

Exempt employees who report to work after an approved delayed opening or are released early due to a stop in total business operations, will be paid for their normally scheduled hours.

Exempt employees who voluntarily report to work late or voluntarily elect to leave will be paid PTO time for the time missed. The employee's accrued time should not be used for the absence.

Exempt employees who do not report to work for the entire day will not be paid regular pay for the time missed. However, at the Supervisor's discretion, exempt employees may be allowed to use personal absence, vacation or PTO time for the time missed.

### 5.2.3 Lost Time



In general, time lost due to these work stoppages should not be included as absenteeism for disciplinary purposes. However, in cases of clear abuse, corrective action should be taken with the employee.

5.3 Employee Initiated use of Inclement/Hazardous Weather Guidelines

Employees should make reasonable efforts to get to work when the office is open, without endangering themselves or others. However, employees may choose to leave early or not to come to work on a storm day if they are concerned that travel conditions may endanger them or for other valid reasons (i.e. closed daycare). Employees should contact their supervisor within one (1) hour of their scheduled shift if they are unable to come to work. Employees should also coordinate their need to leave earlier or arrive later than the communicated operational hours with their supervisor.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:

A handwritten signature in cursive script, appearing to read "J. Chovanec", is written over the "Approved by:" line.

## SECTION C: Benefits

SUBJECT: Educational Reimbursement Program

GUIDELINE: C-1

**FIRST  
CORRECTIONAL  
MEDICAL**

### 1. PURPOSE

To provide financial assistance and incentive to regular full-time and regular part-time employees of First Correctional Medical Inc. who wish to enhance their job related skills and/or level of education through participation in an accredited college or university curriculum.

### 2. SCOPE

All regular full-time employees of First Correctional Medical Inc. are eligible to participate in the program after six (6) months of continuous employment. Full-time employees regularly scheduled to work at least 36 hours per week are eligible for the full reimbursement. Employees on formal corrective action are ineligible to participate in the Educational Reimbursement Program.

### 3. DEFINITIONS

None.

### 4. GUIDELINE

Educational Reimbursement courses will be approved according to the following guidelines:

- 4.1 Courses must be taught at a state accredited college or university. Seminars, special education, trade schools, continuing education programs (CEP's), and other non-college course are not covered by the Educational Reimbursement Program. These types of training may be covered by department budgeted funding if deemed necessary to the performance of the employee's duties and responsibilities.
- 4.2 The course(s) is (are) required as part of an accredited college degree or specific certificate program, and the college degree or certification is directly applicable to a career with First Correctional Medical Inc.
- 4.3 The course(s) is (are) directly related to the employee's current job or to a job within the company to which the employee aspires.
- 4.4 Law school, medical school, and doctoral program requests do not normally fall within this reimbursement guideline.

### 5. PROCEDURES

- 5.1 A formal, completed application must be received by Human Resources one (1) month prior to the start of the course. This allows Human Resources to review the application

and notify the employee whether the course is eligible for reimbursement before the class begins. Applications received after this one-month period will not be accepted.

After the application is received in the Human Resources Department and approved by the Director of Human Resources, a copy of the application with a letter will be sent to the employee explaining what documentation needs to be submitted for reimbursement.

If a course is not approved, a copy of the application and a letter of explanation will be sent to the employee.

With prior written approval from the Director of Human Resources, reimbursement will be made upon successful completion of the course(s).

If an employee enrolls in a different course than the one indicated on the original approved application, or withdraws from any courses, it is important that the employee notify the Director of Human Resources in writing so that the application on file can be corrected and re-evaluated. This is important, as final grades will only be accepted for an approved course(s). Employees will not be reimbursed for an unapproved course(s).

All courses should be scheduled at times that don't conflict with the employee's assigned work schedule.

## 5.2 Reimbursement Schedule

The program will reimburse actual receipted tuition cost up to \$1,000 per employee participant per fiscal budget year.

If the cost of a course(s) exceeds the \$1,000 amount, the employee will be responsible for the balance of the tuition cost.

Books, supplies, admission fees, special test fees, lab fees, parking, transportation expense, and other miscellaneous fees are not covered and will not be paid under this Educational Reimbursement Program.

Current Federal tax regulations do not specify that educational expense reimbursement for undergraduate courses be treated as taxable income. However, educational expense reimbursement for graduate courses may be treated as income. Therefore, appropriate taxes will be deducted from reimbursement before the check is processed for graduate courses only.

**PLEASE NOTE:** Employees who terminate employment before completion of an approved course(s), will not be eligible for educational expense reimbursement.

## 5.3 Grants/Financial Aid/Student Loans

If an employee has outside financial aid or grants -- such assistance must be applied to the educational expense before the First Correctional Medical Inc. program is utilized. In that event, First Correctional Medical Inc. will only pay any portion of tuition not covered by other sources, up to the extent provided by company guidelines.

It is the responsibility of the employee to report to the Director of Human Resources if

he/she is receiving financial aid at the time the application is submitted for approval. Documentation indicating specifics of financial aid or grants may be required. Cooperation with this request allows the company to make more funds available to those who have no other source of educational assistance.

#### 5.4 Required Level of Achievement

Employees are required to submit an official copy of their final grades and receipt(s) of payment to the Director of Human Resources at the end of each quarter/semester. These grades and receipts should be submitted as soon after the end of the course as possible or before the end of the fiscal year.

Any grade(s) and receipt(s) turned in after the end of the fiscal year in which an application has been approved will result in the reimbursement being paid out of the next fiscal year budget.

If an employee does not meet the established achievement levels, education expense reimbursement will not be approved.

Employees must achieve a specific grade level to be eligible for education expense reimbursement. The necessary grades are based on the educational level of the course(s) being taken and are as follows:

<b>Undergraduate level:</b>	Employees must earn a grade of "C" or better in each course.
<b>Masters Degree level:</b>	Employees must earn a grade of "B" or better in each course.
<b>Satisfactory/ Unsatisfactory or Pass/Fail Ratings:</b>	Employees must earn a grade of "Satisfactory" or "Pass" in each course.

Date Prepared: August 23, 1999  
Prepared by: Stephen J. Chovanec, Director of Human Resources  
Approved by:



## SECTION D: Paid Time Off

SUBJECT: Jury Duty, Witness Duty and Voting

GUIDELINE: D-1

FIRST  
CORRECTIONAL  
MEDICAL

### 1. PURPOSE

To provide paid time off for jury duty, witness duty or to vote.

### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees.

### 3. DEFINITIONS

#### 3.1 Regular Full-Time and Regular Part-Time Employees

##### 3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

##### 3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

### 4. GUIDELINE

The Corporation provides time off to employees without loss of pay in order to facilitate their participation in jury or witness duty or to vote.

#### 4.1 General

4.1.1 All regular full-time and regular part-time employees become eligible for paid time off under this guideline on their date of hire.

4.1.2 All requests for time off under this guideline require advance notification to the employee's supervisor.

4.1.3 Compensation for time off for jury duty, witness duty or voting will be at the employee's regular base rate of pay.

#### 4.2 Jury Duty

4.2.1 Employees will be excused from work and paid for all regularly scheduled hours missed due to the required jury duty, provided the employee furnishes his or her supervisor and the Human Resources Department with evidence of serving.

- 4.2.2 Employees regularly scheduled to work second or third shift will be excused from work and compensated for all regularly scheduled hours.
- 4.2.3 If an employee reports for jury duty and is released within four (4) hours, they are expected to work the balance of their regularly scheduled hours. In such cases, first shift employees should report to work. Second and third shift employees should call their immediate supervisor for reporting direction.
- 4.2.4 Any amount paid to the employee by the court will be deducted on the same check that the jury duty is paid.

#### 4.3 Witness Duty

- 4.3.1 Any employee who is subpoenaed as a witness in a civil or criminal court action, is eligible for compensation for scheduled work hours missed in order to appear to give such testimony, whether or not the Corporation is a party in the action, and whether or not the case involves Corporation business. A party to a civil action or a criminal defendant is not eligible for paid leave.
- 4.3.2 The employee must make a good faith effort to limit the amount of work time missed by attempting to have his or her testimony scheduled during non-working hours and/or, to the extent practical, to be on-call to testify.
- 4.3.3 To be eligible for compensation, employees must provide their supervisor a copy of the subpoena the first working day, or as soon as possible, after the employee is served.

#### 4.4 Voting

- 4.4.1 Employees who do not have sufficient time outside of their regular working hours to vote in a local, state, or federal election may request time off to vote.
- 4.4.2 Up to two (2) hours of paid time off, consistent with local law, will be provided at the beginning or end of the employee's regular shift, whichever will allow the most free time for voting and require the least time off from work.
- 4.4.3 Employees should request time off for voting at least two days in advance of the election.

### 5. PROCEDURES

- 5.1 Jury duty, witness duty and voting hours are paid to eligible employees upon timely submission of an approved, accurate time sheet to the Payroll Department, and in accordance with the guideline on Working Hours and Pay Practices.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION D: Paid Time Off

SUBJECT: Bereavement Leave

FIRST  
CORRECTIONAL  
MEDICAL

GUIDELINE: D-2

### 1. PURPOSE

To provide paid time off for employees who experience a death in his or her immediate family.

### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees.

### 3. DEFINITIONS

#### 3.1 Regular Full-Time and Regular Part-Time Employees

##### 3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

##### 3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

#### 3.2 Immediate Family

For purposes of this guideline, an employee's current spouse, child, parent, brother, sister, grandparent, grandchild, legal guardian or ward or any of these in a step or marital relationship.

### 4. GUIDELINE

The Corporation will provide paid time off from work to employees for bereavement.

#### 4.1 General

4.1.1 All regular full-time and regular part-time employees become eligible for paid time off under this guideline on their date of hire.

4.1.2 Employees should notify their immediate supervisor of the request for bereavement leave as soon as possible after they learn of the death.

4.1.3 Bereavement leave will be paid for a period not to exceed three (3) working days.

- 4.1.4 Additional unpaid time off may be granted at the discretion of the employee's immediate supervisor and the Human Resources Department based upon business conditions and the special circumstances of the situation.
- 4.1.5 Compensation will be at the employee's base rate of pay for the period of the bereavement leave. Employees may use vacation or personal absence time for approved additional time off.
- 4.1.6 Provisions of bereavement leave may be subject to documented verification at the discretion of the company.

## 5. PROCEDURES

- 5.1 Bereavement leave is paid to eligible employees upon timely submission of an approved, accurate time sheet to the Payroll Department, and in accordance with the guideline on Working Hours and Pay Practices.

Date Prepared: August 23, 1999  
Prepared by: Stephen J. Chovanec, Director of Human Resources  
Approved by:





## SECTION D: Paid Time Off

FIRST  
CORRECTIONAL  
MEDICAL

### SUBJECT: Holidays

#### GUIDELINE: D-3

#### 1. PURPOSE

To provide paid time off from work for the Corporation's observance of holidays.

#### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees, and supplemental employees with six (6) or more months continuous service and scheduled to work a minimum of twenty-four (24) hours per week.

#### 3. DEFINITIONS

##### 3.1 Regular Full-Time and Regular Part-Time Employees and Supplemental Employees

###### 3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

###### 3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

###### 3.1.3 Supplemental Employee

An employee who is hired to work on a special assignment, with the understanding that such work will be completed within a specified period of time. Supplemental employees do not automatically become regular employees.

###### 3.1.4 Continuous Service

A period of employment that is uninterrupted by an unpaid period of thirty (30) calendar days or longer or service that has been bridged (refer to Guideline A-6).

##### 3.2 Active Pay Status

An employee receiving pay for regular hours worked, occasional absence, vacation, or a paid leave of absence is considered to be in an active pay status.

##### 3.3 Regular Rate of Pay

An employee's current hourly or monthly rate of pay including any differential payments and/or bonuses except those specifically excluded in the Fair Labor Standards Act and other applicable state or federal laws, statutes or regulations.

#### 4. GUIDELINE

The Corporation observes nine (9) core paid holidays each calendar year and, except when required by continuing company operation, employees are not expected to work on these days. Additional holidays may vary depending on the state in which the employee works.

##### 4.1 Holiday Schedule

4.1.1 The Corporation observes the following core holidays:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Christmas
- One Floating Holiday

##### 4.1.2 Holidays Falling on Weekends

Holidays falling on a Saturday or Sunday are normally observed on the preceding Friday or the following Monday, respectively.

##### 4.2 Holiday Pay

4.2.1 Employees are eligible for holiday pay upon date of hire.

4.2.2 Eligible employees will be paid at their regular rate of pay proportionate to their regularly scheduled work hours, provided the holiday falls on a regularly scheduled work day.

4.2.3 If the observed holiday falls on a regularly unscheduled workday, employees have the option of taking a compensatory day during the same calendar year in which the holiday falls or receiving the holiday pay.

4.2.4 Employees must be in active pay status the regular work day immediately preceding and following the holiday in order to be eligible for holiday pay.

4.2.5 A holiday occurring during an employee's approved vacation period will be paid as a holiday rather than a vacation day.

##### 4.3 Working on an Observed Holiday

4.3.1 Employees must receive prior approval from their immediate supervisor and the

department manager to work on an observed holiday.

- 4.3.2 Non-exempt employees who work on a scheduled holiday will be paid at two (2) times their regular rate of pay for all hours worked for the holiday.
- 4.3.3 Exempt employees who are required to work on a company recognized holiday will be given an alternate compensatory day off during the same calendar year in which the holiday falls.

4.4 Employment or Termination on a Holiday

Neither initiation of employment nor termination of employment will become effective on a scheduled holiday.

5. PROCEDURES

- 5.1 Holiday hours are paid to eligible employees upon timely submission of an approved, accurate time sheet to the Payroll Department, and in accordance with the guideline on Working Hours and Pay Practices.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION D: Paid Time Off

### SUBJECT: Vacations

**FIRST  
CORRECTIONAL  
MEDICAL**

#### GUIDELINE: D-4

#### 1. PURPOSE

To provide paid time off from work.

#### 2. SCOPE

This guideline applies to all regular full-time employees with 120 days or more of continuous service.

#### 3. DEFINITIONS

##### 3.1 Regular Full-Time and Regular Part-Time Employees

###### 3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

###### 3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

###### 3.1.3 Continuous Service

A period of employment that is uninterrupted by an unpaid period of thirty (30) calendar days or longer or service that has been bridged (refer to Guideline A-6).

#### 4. GUIDELINE

##### 4.1 Vacation Accrual

4.1.1 All eligible employees begin to accrue vacation time after completing 120 days of service. If terminated prior to the completion of 120 days of service, the employee is not entitled to any accrued vacation time.

4.1.2 All regular full-time employees accrue vacation bi-weekly according to the following schedule (based on a 40 hour workweek):

<u>Years of Service</u>	<u>Hours Accrued per Payperiod</u>	<u>Annual Accrual</u>
Less than 5 years	4.0 hours	13 days
More than 5 years	5.0 hours	16.25 days

4.1.3 Regular part-time employees do not accrue vacation benefits.

4.1.4 Accrued vacation is credited bi-weekly to the employee's account in hourly increments. The calculation is based on a maximum of 80 hours per pay period.

4.1.5 Accrued vacation balance may not exceed one and one-half (1 1/2) times an employee's current annual vacation accrual hours.

4.1.6 Upon accrual of one and one-half (1 1/2) times the annual vacation hours, any further accrual will cease until an employee's accrued vacation hours have dropped below the one and one-half (1 1/2) times annual accrual maximum. Vacation accrual will resume as vacation is used and continue until the maximum accrual is reached.

#### 4.2 Vacation Scheduling

4.2.1 Employees may apply for and, if approved, use vacation after 120 calendar days of continuous service.

4.2.2 When requesting vacation, advance notice of at least thirty (30) days should be given to the employee's immediate supervisor. Vacation time will be granted at the discretion of management based on the operating requirements of the department. Factors to be considered include:

- The department's or individual's workload,
- Availability of adequate coverage in the department,
- The effect of vacation on important target dates.

4.2.3 In cases where two (2) or more employees request vacation covering the same period of time and can not be absent simultaneously, the following procedures should be followed:

- If two or more employees request vacation at the same time, preference should be given to the employee with the greater length of service unless operational requirements dictate otherwise.
- If two or more employees request vacation at different times, preference should be given to the employee with the earlier request unless operational requirements dictate otherwise.

4.2.4 Non-exempt employees may schedule vacation in 15 minute increments up to the total number of hours in their regularly scheduled workday; exempt employees may schedule vacation in full days only.

#### 4.3 Pay in Lieu of Vacation

4.3.1 Employees will not be paid in lieu of accrued vacation with the following exceptions:

- Termination;
- The employee has deferred his/her vacation because of company requirements that have been approved, in writing, by the Department Vice President and the Director of Human Resources.

#### 4.4 Vacation Pay upon Termination of Employment

- 4.4.1 Employees will be paid for all accrued but unused vacation hours at the employee's base rate of pay at the time of termination. No further accruals for vacation will occur after termination.
- 4.4.2 In the event that an employee has taken unearned paid time prior to termination, payment of the unearned vacation hours taken will be deducted from the employee's final paycheck.

#### 4.5 Advance Vacation Pay

- 4.5.1 Employees taking at least five (5) days of vacation may receive their net pay in advance for their vacation. Employees will receive vacation pay equal to the amount they would have received had they worked their regularly scheduled work hours.
- 4.5.2 Employees who would like to request advance vacation pay must complete an Advance Vacation Pay Request Form. The completed form should be attached to the employee's time sheet for the pay period prior to the start of the vacation and submitted to Payroll (approximately three (3) weeks in advance).
- 4.5.3 If an employee receives advance vacation pay, he/she will not receive compensation for the vacation time on the paycheck for the period in which the vacation falls.

#### 4.6 Borrowing on Future Accrual of Vacation Benefits

- 4.6.1 Employees are not permitted to borrow on future accrual of vacation benefits.

#### 4.7 Relationship with other Benefits

- 4.7.1 If an observed company holiday occurs during an employee's approved vacation, the employee will receive holiday pay rather than vacation pay.
- 4.7.2 Vacation benefits continue to accrue while employees are on paid leave of absence. Employees on unpaid leaves of absence stop accruing vacation until they return to a paid status.

### 5. PROCEDURES

- 5.1 Vacation hours are paid to eligible employees upon timely submission of an approved, accurate time sheet to the Payroll Department, and in accordance with the guideline on Working Hours and Pay Practices.

Date Prepared: August 23, 1999

Prepared by:  
Approved by:

Stephen J. Chovanec, Director of Human Resources

A handwritten signature in black ink, appearing to read "S. Chovanec", written over the printed name.

## SECTION D: **Paid Time Off**

**SUBJECT: Occasional Absence**

**FIRST  
CORRECTIONAL  
MEDICAL**

**GUIDELINE: D-5**

### 1. **PURPOSE**

To provide paid time off from work due to an accident or illness of the employee or the employee's immediate family member.

### 2. **SCOPE**

This guideline applies to all regular full-time and regular part-time employees.

### 3. **DEFINITIONS**

#### 3.1 Regular Full-Time and Regular Part-Time Employees

##### 3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

##### 3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

#### 3.2 Immediate Family Member

For the purposes of this guideline, an employee's spouse, parent, child, foster child, legal guardian or legal ward.

#### 3.3 Occasional Absence

Time off from the employee's regular work schedule due to an accident or illness of the employee or the employee's immediate family member.

### 4. **GUIDELINE**

Employees occasionally need to be absent from work due to an accident or illness involving themselves or an immediate family member. The Corporation provides paid time off to help prevent a loss of earnings caused by these circumstances.

#### 4.1 Occasional Absence Accrual

4.1.1 All eligible employees begin to accrue occasional absence upon date of hire.



- 4.1.2 Eligible regular full-time employees accrue 4.00 hours of occasional absence time per pay period (80 hours/year). Eligible regular part-time employees will accrue occasional absence time proportionate to their regularly scheduled work hours.
- 4.1.3 Eligible regular full-time employees can accrue up to a maximum of 120 hours. Eligible regular part-time employees can accrue a maximum proportionate to their regularly scheduled work hours.

#### 4.2 Use of Occasional Absence Time

- 4.2.1 Occasional absence time may be taken to cover medical and dental appointments or illness or injury of the employee or a member of the employee's immediate family.
- 4.2.2 Whenever possible, such appointments should be scheduled at the beginning or end of the employee's shift or during the employee's lunch period to reduce the amount of time away from work.
- 4.2.3 Time missed for medical and dental appointments may be classified as occasional absence if:
  - Time is not made up during the same day that the absence occurred in states where overtime must be paid for hours over eight (8) per day, such as California, or within the same work week in states with no such requirements.
  - The employee chooses not to use Personal Absence Time.
- 4.2.4 Employees may use occasional absence time in 15 minute increments up to the total number of hours in their regularly scheduled workday.
- 4.2.5 Occasional absence time will count against an employee's attendance record for purposes of performance evaluation, corrective action and employee incentive programs where attendance is a factor.

#### 4.3 Employee Notification of Expected Absence

- 4.3.1 Employees are required to personally notify their immediate supervisor of the expected absence within the first hour of their scheduled work shift.
- 4.3.2 Employees must continue such notification each day that they are unable to report to work until the date of return, unless advised otherwise by their immediate supervisor.

#### 4.4 Relationship to Other Benefits

- 4.4.1 In the event that a holiday occurs while an employee is on an occasional absence, the employee will be paid for the holiday, and the absence will not be counted for that day.
- 4.4.2 Eligible employees may choose to use personal absence time when personal issues necessitate time off from work. See guideline on Personal Absence (D-6).

- 4.4.3 Accrued occasional absence hours are automatically integrated with any applicable state disability or worker's compensation insurance programs upon proper and timely notification to Human Resources and the Payroll department.
- 4.4.4 Occasional absence time must be used by an employee when taking a Family Medical Leave due to an accident or illness of the employee or the employee's immediate family member only.

#### 4.5 Verification of Illness or Injury

- 4.5.1 The Corporation may request that the employee provide verification from a licensed physician regarding the illness or injury that is the basis for the absence. The verification should be dated and provide an anticipated date of return. The employee may also be required to provide a physician's release to return to work. These physician statements may be verified by the Corporation at its own expense. Any requests by the Corporation for physician verification should be made in a timely manner.
- 4.5.2 Verification documentation should be given to the employee's immediate supervisor and/or the Human Resources Department. All information provided for physician verification will be viewed as personal and confidential and therefore will only be shared with those needing to be involved in evaluating the employee's immediate medical situation. Human Resources maintains physical information in a confidential file.

#### 4.6 Benefits Upon Termination of Employment

- 4.6.1 Accrued occasional absence hours are not paid out upon termination or voluntary resignation of employment.

### 5. PROCEDURES

- 5.1 Occasional absence hours are paid to eligible employees upon timely submission of an approved, accurate time sheet to the Payroll Department, and in accordance with the guideline on Working Hours and Pay Practices.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION E: Unpaid Time Off

SUBJECT: Military Leave of Absence

FIRST  
CORRECTIONAL  
MEDICAL

GUIDELINE: E-1

### 1. PURPOSE

To approve military leave for eligible employees under stipulated conditions.

### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees.

### 3. DEFINITIONS

#### 3.1 Pay Status

An employee receiving pay for regular hours worked, sick pay for documented illness, vacation pay, or a paid leave of absence is considered to be in a pay status. An employee on an unpaid leave of absence is not considered to be in a pay status.

### 4. GUIDELINE

To provide eligible employees limited leaves of absence for military service.

### 5. PROCEDURES

#### 5.1 General

5.1.1 An employee should submit a Request for Leave of Absence form in advance of military leave and stipulate a specific period of time for the leave, if possible. If the employee is unable to specify the duration of the leave, an estimate should be given. A copy of the military orders must be attached to the leave request.

5.1.2 All requests for military leave must be brought to the attention of the employee's immediate supervisor.

5.1.3 The Corporation's military leave guideline is intended to duplicate applicable federal and state law.

5.1.4 An employee is eligible for military leave beginning on his or her date of hire.

#### 5.2 Compensation

5.2.1 Compensation for a maximum of ten (10) working days per year will be granted to employees fulfilling training commitments within the Military Reserves or National Guard. The employee's compensation will be equal to the difference between his or her normal base pay rate and that paid by the government.

5.2.2 A regular full-time or regular part-time employee will be granted a military leave of absence without pay when:

- The employee is called to active duty, or enlists to fulfill a military obligation under state or federal military service laws.
- The employee is a reservist and is called to active military duty or summer training for more than ten (10) work days.

5.2.3 Any exception to this guideline requires the approval of Human Resources.

### 5.3 Reinstatement

5.3.1 The employee returning from active duty must apply for reinstatement of employment within ninety (90) days after release from active duty or discharge from hospitalization (to last no longer than one year) incidental to such service as specified by current applicable federal law. The returning employee must receive and present to the Corporation a certificate of satisfactory completion of military service. Employees who enlist or those in the Reserves who respond to a call will retain reinstatement rights only if their military service does not exceed four (4) years, or five (5) years if their fifth year is at the request or for the convenience of the United States Government.

5.3.2 The employee returning from reservists' duties or summer training must report to work on the first scheduled working day following the last day necessary to travel from the place of training to his or her place of employment.

5.3.3 Employees who have been on military leave will be reinstated without loss of seniority for all purposes for which seniority is pertinent, provided they comply with the provisions of this guideline.

5.3.4 Upon reinstatement the employee should be placed in the same or a similar position and is entitled to be reinstated at the rate of pay that would have been achieved had he or she not entered military service. The rate of pay will reflect any general increases in the appropriate job grade range, but will not include merit increases based on performance standards prescribed by established practice.

5.3.5 If the employee is disabled during military service and cannot perform the duties of his or her former job, the employee may be entitled to the job most comparable to his or her former job which he or she is qualified to perform.

5.3.6 Notwithstanding the foregoing provisions, the employee will not be reinstated if the Corporation's circumstances have so changed as to make it impossible or unreasonable to do so.

5.3.7 An employee who without notice fails to return to work at the end of his or her military leave will be considered as having voluntarily resigned.

### 5.4 Benefits During Military Leaves

- 5.4.1 During a military leave for thirty (30) days or less, service and vacation benefits continue to accrue. During a military leave for greater than thirty (30) calendar days, service and vacation benefits accrue until such time as the employee is no longer in a pay status except as required by law.
- 5.4.2 The Corporation's contributions to an employee's health and welfare benefit programs will cease after the end of the month in which the thirtieth (30) day of military leave falls. The Corporation may permit employees to continue in such benefit programs beyond that period, provided the employee makes timely payment to the Corporation for the full cost of the premium.
- 5.4.3 Employee and Company contributions to the Corporation's 401(k) plan are suspended during periods of unpaid approved military leave.
- 5.4.4 Employees who were participants in the Corporation's 401(k) plan prior to taking a military leave may resume their participation in these plans upon reinstatement in accordance with the terms and conditions of the specific plan documents.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION E: Unpaid Time Off

SUBJECT: Personal Leave of Absence

GUIDELINE: E-2

**FIRST  
CORRECTIONAL  
MEDICAL**

### 1. PURPOSE

To provide guidelines for approval of personal leaves of absence.

### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees.

### 3. GUIDELINE

The Corporation will consider circumstances under which employees may take time off without pay for compelling personal reasons.

### 4. PROCEDURES

4.1 Upon completion of 120 consecutive calendar days of employment, an employee may be granted an unpaid personal leave of absence for up to a maximum of sixty (60) days within a rolling look back twenty-four (24) month period upon receiving the prior written approval of two (2) levels of management above the employee's immediate supervisor and the Human Resources Department. Personal leaves are granted at the discretion of management on the basis of business conditions.

4.2 Requests for personal leave should specify the length of the leave up to sixty (60) calendar days.

4.3 An employee who has been on personal leave for sixty (60) days or less is entitled to return to the position he or she held before the leave commenced.

#### 4.4 Affect on Benefits

4.4.1 During an employee's personal leave of absence, the Company will continue its contribution to an employee's medical, vision, dental, life, prescription drug and short-term disability insurance programs up to a maximum of sixty (60) days in any rolling look back 24-month period, to the same extent and under the same conditions as would apply had the employee not taken the leave. The employee is required to pay his/her share of any premium cost that he/she would have paid if continuously and actively employed.

4.4.2 If elected, employees may elect to use accrued vacation and personal absence during their leave. Benefit premium costs will be deducted from personal absence and vacation pay, on the same basis as the cost was deducted from the employee's pay before the leave. If the leave is unpaid, the employee will be required to pay his/her share of any premium cost for insurance to ensure continuous coverage.

Premiums must be submitted to the Corporate Human Resources Department no later than the first day of the effective month to ensure continuous coverage.

4.4.3 Employee and Company contributions to the 401(k) plan continue as long as the employee is in a paid status (i.e. receiving a paycheck).

4.4.4 The employee will continue to accrue occasional absence and vacation benefits as long as the employee is in a paid status.

4.5 Affect on Reinstatement

4.5.1 An employee who fails to return to work as scheduled at the end of a personal leave will be considered as having voluntarily resigned.


4.5.2 Although the company will make every effort to apply the above Personal Leave Guideline on a consistent basis, should business conditions warrant, the company maintains the right to deviate from strict adherence to this guideline.

4.6 Other Provisions

5.3.1 Employees of First Correctional Medical, Inc. are employees at will. Nothing in this guideline is intended to interfere with or limit in any way the right of First Correctional Medical, Inc. to terminate the employment of any employee at any time for any reason. Nothing in this guideline is intended to confer upon any employee any right to continue in the employment of the company for any particular period of time.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by: 

## SECTION E: Unpaid Time Off

**FIRST  
CORRECTIONAL  
MEDICAL**

**SUBJECT: Family Medical Leave Act (FMLA)**

**GUIDELINE: E-3**

### 1. PURPOSE

To approve leaves of absence for family care and medical disability consistent with Federal, State and local laws.

### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees.

### 3. ELIGIBILITY

3.1 To be eligible for family care and medical disability leave, an employee must: have worked for the company for at least twelve (12) months prior to the date upon which the leave is to begin and have worked at least 1,250 hours in the twelve (12) months preceding the leave; or be eligible under other applicable state laws. Furthermore, the employee must be one of at least 50 employees within a 75 mile radius of the employee's worksite.

3.2 Family care leave may be requested for the following reasons:

- birth or adoption of an employee's child or;
- placement of a foster child with the employee
- serious health condition of an employee's child, spouse or parent.

3.3 Medical disability leave may be requested for an employee's own serious health condition because the employee is unable to perform the functions of his or her own position.

A "serious health condition" is an illness, injury, impairment, or physical or mental condition which involves:

- (a) any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical facility;
- (b) any period of incapacity requiring absence from work, school, or other regular daily activities, of more than three (3) calendar days, that also involves continuing treatment by a health care provider; or
- (c) continuing treatment by, or under the supervision of, a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity for more than three (3) calendar days, or for prenatal care.

3.4 Employees who do not meet the requirements listed above for a family care or medical disability care leave may request a personal leave of absence. Eligible employees must



have completed 120 consecutive calendar days of employment. The unpaid leave may be granted for up to a maximum of sixty (60) days within a rolling look back twenty-four (24) month period.

#### 4. AMOUNT OF LEAVE

- 4.1 Provided all the conditions of this policy are met, an employee may take a maximum of twelve (12) weeks of family care and/or medical disability leave in a rolling 12-month period during which his/her return to work is protected. The 12-month period begins on the first day of the family care or medical disability leave is taken. (if more than one leave is taken in 12 months, the 12-month period starts on the first day of the last leave in the 12 month period). For purposes of this policy, leave time taken for a work-related injury or illness counts toward the 12-week period.
- 4.2 Spouses who are both employed by the company may take a combined maximum total of twelve (12) weeks of family care leave in a 12-month period for the birth, adoption, or foster care of their child, during which their return to work is protected.
- 4.3 The substitution of paid leave for family care or medical disability leave does not extend the total duration of family care and medical disability leave to which an employee is entitled to beyond 12 weeks in a 12-month period. For example, if an employee has accrued three weeks of unused paid vacation time at the time of the request for family care, that paid vacation time may be substituted for the first three weeks of family care, leaving up to nine additional weeks of unpaid leave.
- 4.4 Family care leave taken for the birth, adoption or foster care placement of a child must begin with one year of the birth, adoption or placement. This type of leave may not be taken intermittently or on a reduced schedule without approval from an employee's Department Director, supervisor and the Human Resources Department.
- 4.5 If at the end of twelve (12) weeks, either continuous or cumulative within a rolling twelve (12) month period, the employee is unable to return to work, their employment with the company may be terminated.
- 4.6 Medical disability or family care leave for the employee's spouse, parent, or child, may be taken intermittently or on a reduced schedule when medically necessary. Employees taking leave for recurring medical treatment certified by a health care provider are permitted to take that leave in minimum increments of 15 minutes if necessary. The Company retains the discretion to transfer the employee temporarily to an alternative position with equivalent pay which better accommodates the employee's leave schedule.

#### 5. LEAVE'S AFFECT ON PAY

- 5.1 Except to the extent that other paid leave is substituted for family care or medical leave, leave is unpaid.
- 5.2 Employees on a medical disability leave may elect to use accrued occasional absence, vacation and personal absence time during their leave.
- 5.3 For a family care leave, employees may elect to use accrued vacation and personal absence during their leave. Occasional absence may only be used to care for a family

member who has a serious health condition and is dependent upon the employee for care or support.

- 5.4 Employees may elect to use the short-term disability plan offered by the company. The Payroll Department will integrate any accrued occasional absence to supplement short-term disability to provide up to full salary. Accrued vacation and personal absence time may also be integrated at the employee's request. Employees may contact the Human Resources Department to get a copy of the short-term disability claim form.

## 6. LEAVE'S AFFECT ON BENEFITS

- 6.1 During an employee's family care and/or medical disability leave, the Company will continue its contribution to an employee's medical, vision, dental, life, prescription drug and short-term disability insurance programs up to a maximum of 12 weeks in any rolling 12-month period, to the same extent and under the same conditions as would apply had the employee not taken the leave. The employee is required to pay his/her share of any premium cost that he/she would have paid if continuously and actively employed.
- 6.2 Benefit premium costs will be deducted from occasional absence, personal absence and vacation pay, on the same basis as the cost was deducted from the employee's pay before the leave. If the leave is unpaid, the employee will be required to pay their share of any premium cost for insurance to ensure continuous coverage. Premiums must be submitted to the Corporate Human Resources Department no later than the first day of the effective month to ensure continued coverage.
- 6.3 Employee and Company contributions to the 401(k) plan continue as long as the employee is in a paid status (i.e., receiving a paycheck).
- 6.4 The employee will continue to accrue occasional absence and vacation benefits as long as the employee is in a paid status.

## 7. PROCEDURE FOR REQUESTING FAMILY CARE AND/OR MEDICAL DISABILITY LEAVE

- 7.1 Employees should notify their supervisor to request a family care and/or medical disability leave as soon as they are aware of the need for such leave. If the leave is foreseeable, the employee must provide thirty (30) days' advance written notice to their supervisor and the Human Resources Department. In the case of an emergency, the employee must notify their supervisor as soon as he or she learns of the need for the leave. In all cases, the employee must complete the form "Request for Leave," and return it to the Human Resources Department.
- 7.2 Supervisors should contact the Human Resources Department as soon as the employee requests a leave.
- 7.3 In cases where the leave is foreseeable, if the employee fails to provide 30-day advance notice without any reasonable excuse for the delay, the Company reserves the right to deny the leave until at least 30 days after the date the employee provides notice of the need for family care or medical disability leave.
- 7.4 All requests for family care or medical disability leave should include the anticipated date(s) and duration of the leave. Any requests for extensions of a family care or medical disability leave must be received at least five (5) working days prior to the date on which

the employee was originally scheduled to return to work and must include the revised anticipated date(s) and duration of the family care or medical disability leave.

### 3. MEDICAL CERTIFICATION

8.1 Any request for medical disability leave or for family care leave for a serious health condition must be supported by medical certification from a health care provider. Employees must provide the required medical certification within 15 calendar days of the request for a leave. Failure to provide the required medical certification may result in the denial of foreseeable leaves until such certification is provided. The medical certification for a child, spouse, or parent with a serious health condition shall include the following:

- (a) date on which the serious health condition began;
- (b) the probable duration of the condition;
- (c) the health care provider's estimate of the amount of time needed for family care; and
- (d) the health care provider's assurance that the health condition requires family care leave.

The medical certification for the employee's own serious health condition shall include the following:

- (a) the date on which the serious health condition began;
- (b) the probable duration of the condition; and
- (c) a statement that, due to the serious health condition, the employee is unable to perform the functions of his or her position.

8.2 In addition, the Company may require the employee to obtain a second opinion from a physician of the Company's choosing and at the Company's expense. In the case of a conflict between the two different health care providers, a third opinion may be requested at the Company's expense, which will be considered final and binding. The provider selected for the third opinion will be mutually agreed upon by both the Company and employee.

8.3 At the Company's discretion, a certificate of on-going disability from the attending provider may be required every thirty (30) days from the date the family care or medical disability leave began.

8.4 When an employee is released to return to work from a medical disability leave, the employee must provide a medical certification that he or she is able to resume work, to include a date of return, prior to return to work. The company may require a medical specialist to release the employee back to work in appropriate cases as determined by the Company.

### 9. LEAVE'S AFFECT ON REINSTATEMENT

9.1 Employees returning from family care or medical disability leave are entitled to Reinstatement to the same or comparable position consistent with applicable law. If the employee's position ceased to exist because of legitimate business needs unrelated to the employee's family/medical leave, the Company will make reasonable attempts to accommodate the employee's return by alternative means that will not cause undue hardship to the Company's operation. If an employee would have been laid off had he or

she not been on medical or family leave, any right to reinstatement would be whatever it would have been had he or she not been on leave when the layoff occurred.

- 9.2 The Company provides medical and family care leave up to the maximums outlined in Section 4 above (Amount of Leaves). The Company may end the employment relationship should the employee not be able to return to work.
- 9.3 The merit review date will be adjusted in monthly increments in cases where the employee has been on a leave of absence beyond thirty (30) days. For example, an employee who has taken three (3) months of leave will have his/her review date adjusted three (3) months later than when the original date was scheduled.
- 9.4 The Company reserves the right to deny reinstatement to employees who are among the highest paid ten percent (10%) of the Company's employees and whose reinstatement would cause substantial and grievous economic injury to the Company.
- 9.5 Should a request for leave cause hardship for the Company, the Company reserves the right to deny a Family Care or Medical Disability Leave to an employee who is employed at a Company work site which employs less than 50 employees, or the total number of employees within 75 miles of the work site is less than 50.
- 9.6 If the employee fails to return to work at the end of the leave and fails to notify the Company of his or her status, the employee will be deemed to have voluntarily resigned.

#### 10. MEDICAL LEAVE FOR A WORK – RELATED ILLNESS OR INJURY

- 10.1 This policy does not modify applicable workers' compensation law. Employees who sustain work-related illness or injury are eligible for medical leaves of absence and benefits pursuant to applicable state workers' compensation law. For purposes of this policy, leave time taken for a work-related illness or injury counts towards the 12-week period, if the employee is eligible for such medical leave.

#### 11. OTHER DISABILITY LEAVES

- 11.1 In addition to medical disability leaves described in this policy, employees may take a temporary disability leave of absence, if necessary, to reasonably accommodate and ADA-qualified disability. Any disability leave will begin after the employee has exhausted any medical leave to which the employee is entitled under Federal, State or Local laws.
- 11.2 Employees taking the above-mentioned disability leave must comply with the Family Care and Medical Disability Leave provisions regarding substitution of paid leaves, notice and medical certification. For the purposes of applying these provisions, a disability will be considered to be a serious health condition.
- 11.3 During a disability leave under this section, employees are not entitled to any continued employer contributions towards any employee benefit plan. An employee may be eligible to elect to continue participating in the benefit plans through COBRA.
- 11.4 The duration of a leave under this section shall be consistent with applicable law, but in no event shall the leave extend past the date on which an employee becomes capable of performing the essential functions of the position with or without reasonable


accommodation, or the date on which it is an undue hardship for the employer to reasonably accommodate the employee.

## 2. OTHER PROVISIONS

- 12.1 Employees of First Correctional Medical, Inc. are employees at will. Nothing in this guideline is intended to interfere with or limit in any way the right of First Correctional Medical, Inc. to terminate the employment of any employee at any time or for any reason, nor confer upon any employee any right to continue in the employment of First Correctional Medical, Inc.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by: 

## SECTION F: Performance Evaluation

SUBJECT: Performance Appraisal and Merit Increase

GUIDELINE: F-1

FIRST  
CORRECTIONAL  
MEDICAL

### 1. PURPOSE

To establish guidelines and procedures for performance evaluation and merit increases.

### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees.

### 3. DEFINITIONS

#### 3.1 Regular Full-Time and Regular Part-Time Employees

##### 3.1.1 Regular Full-Time Employee

An employee who is regularly scheduled to work a minimum of thirty-six (36) hours per week for a period of indefinite duration.

##### 3.1.2 Regular Part-Time Employee

An employee who is regularly scheduled to work a minimum of twenty-four (24) but less than thirty-six (36) hours per week for a period of indefinite duration.

#### 3.2 Promotion

Move to a job in a higher salary grade reflecting a significant increase in the job scope and responsibilities.

#### 3.3 Transfer

Lateral move to a job in the same salary grade.

#### 3.4 Demotion

Move to a job in a lower salary grade reflecting a significant decrease in the job scope and responsibilities.

#### 3.5 Review Cycle

Period between performance reviews on which the following review is based.

### 4. GUIDELINE

The goal of the performance evaluation and merit increase is to recognize individual

Employee performance and reward achievement in a fair and equitable manner. The performance appraisal process is designed to give feedback to each employee regarding his/her performance, serve as a basis for improving performance and set performance goals for the future. The corporation encourages communication regarding individual performance on an on-going basis throughout the review cycle.

#### 4.1 Levels of Performance

Employee performance should be evaluated within one of the following levels for each performance category:

Exceptional:	Far exceeds <i>all</i> position requirements.
Outstanding:	Exceeds most position requirements.
Good:	Meets and occasionally exceeds position requirements.
Need Improvement:	Occasionally does not meet position requirements.
Unsatisfactory:	Regularly fails to meet position requirements.

### 5. PROCEDURES

#### 5.1 Timing of Performance Review

- 5.1.1 Employees are eligible for a performance evaluation and merit increase in accordance with the current review cycle. Director level employees and above have a focal review date.
- 5.1.2 Performance review dates are the first of the month. Merit increases are effective the first day of the first pay period corresponding to the review date.

#### 5.1.3 Promotions

Promotions re-set performance review dates. Employees will be eligible for a performance review, and if appropriate, a merit increase twelve (12) months from the effective date of promotion. If the employee's last performance review was more than six (6) months prior to the promotion, the employee should be evaluated before leaving the position and the merit increase prorated and considered as part of the promotional adjustment as outlined in the Salary Administration Guidelines (B-3).

#### 5.1.4 Transfers

Transfers do not affect performance review dates.

#### 5.1.5 Demotions

Demotions re-set performance review dates. Employees will be eligible for a performance review, and if appropriate, a merit increase twelve (12) months from the effective date of the demotion. If the employee's last performance review was more than six (6) months prior to the demotion, and the employee's salary falls below the maximum of the new salary grade, the employee should be evaluated before leaving the position and the merit increase prorated (not to exceed the maximum of the range) and considered as part of the salary adjustment as outlined in the Salary Administration Guidelines (B-3). If the demotion is based on employee

request or performance, the employee will not be eligible for a prorated merit increase.

#### 5.1.6 Leave of Absence

Performance evaluations and merit increases will be delayed by one calendar month for each full thirty (30) days of paid or unpaid leave of absence.

#### 5.1.7 Worker's Compensation

Worker's compensation leaves of absence do not change employee review dates. merit increases are prorated based on the amount of time the employee is on worker's compensation leaves of absence.

#### 5.1.8 Corrective Action

An employee who is or has been on a written warning or corrective action plan during the review cycle will have his/her performance evaluation and merit increase delayed by the length of time he/she was on corrective action.

#### 5.1.9 Equity Adjustments

Equity adjustments do not affect performance review dates.

#### 5.1.10 Salary Range Adjustments

Salary range adjustments do not affect performance review dates.

### 5.2 Performance Appraisal

5.2.1 The Human Resources Department will send salary review and performance appraisal packets to supervisors approximately six (6) weeks prior to the employee's review date.

5.2.2 The supervisor will complete the performance appraisal based on the employee's performance during the review cycle. The employee will be evaluated based on the established levels of performance. All performance ratings other than "Good" must be supported by written narrative. Appraisals without the written narrative will be returned.

5.2.3 The supervisor should not discuss the performance evaluation or merit increase with the employee until the performance appraisal interview.

### 5.3 Merit Increase

5.3.1 Upon completion of the performance appraisal, the supervisor will determine the merit increase as outlined by the Merit Increase Guidelines Matrix and merit budget objectives. The merit salary increase is based on the employee's current placement in the salary range and his/her performance rating.

5.3.2 The supervisor will complete an Employee Status Change Form and forward the completed performance appraisal and merit increase recommendation to obtain



signature approvals two (2) levels above the employee. It may then be sent to the Vice President for review.

- 5.3.3 The Vice President will collect all appraisals for his/her department, complete the Merit Increase Summary Worksheet and submit them to the Human Resources Department by the monthly deadline date. Merit increases for each Vice President's area will be processed only after all appraisals for the month are received.
- 5.3.4 The recommended merit increase will be reviewed by Human Resources prior to processing to ensure merit increase guidelines are followed and budget objectives achieved. Overall monthly merit increase percentages that regularly exceed the merit budget will be returned and will not be processed until adjustments are made and the overall percentage meets merit budget objectives.
- 5.3.5 The Human Resources Department will also review the appraisal and recommended salary increase for issues relating to performance issues, appraisal language and recommended increases outside guidelines. Increases outside of guidelines require the review and approval of the Vice President and Human Resources. Salary increases for Director and Vice President levels which are outside established guidelines require approval of the Chief Executive Officer.
- 5.3.6 Upon the Human Resources review and approval, the Employee Status Change Form is submitted for processing. Human Resources will return the performance appraisal and a copy of the Employee Status Change Form to the appropriate supervisor after it has been processed.

#### 5.4 Performance Appraisal Interview

- 5.4.1 The supervisor should conduct a performance appraisal interview with the employee to discuss the performance evaluation, any improvement or development needed, goals for the future and the approved merit increase.
- 5.4.2 The interview should enhance communication between the supervisor and employee. The supervisor should provide feedback regarding the employee's performance (both positive and negative) throughout the review cycle.
- 5.4.3 After the performance appraisal discussion, the employee should be given the opportunity to comment and sign the performance appraisal. If the employee refuses to sign the performance appraisal, such refusal should be indicated on the form and returned to Human Resources.
- 5.4.4 A copy of the performance appraisal may be given to the employee. The original performance appraisal with the employee's signature is returned to Human Resources to be filed in the employee's personnel file.
- 5.4.5 If the employee feels that the evaluation of his/her performance is incorrect or inappropriate, the employee should follow the Open Door Guideline (H-1).

Date Prepared: August 23, 1999

Prepared by:  
Approved by:

Stephen J. Chovanec, Director of Human Resources

*[Handwritten signature]*

## SECTION G: Work Environment

**FIRST  
CORRECTIONAL  
MEDICAL**

SUBJECT: Guidelines to Good Judgement

GUIDELINE: G-1

### 1. PURPOSE

To establish general guidelines of conduct.

### 2. SCOPE

This guideline applies to all employees and persons working for the Corporation as contractors or through temporary employment agencies.

### 3. DEFINITIONS

None.

### 4. GUIDELINE

#### 4.1 General

All employees are expected to exercise good judgement and to conduct themselves in accordance with acceptable standards of conduct. The following list is intended to provide employees with examples of conduct that are not acceptable to the Corporation; it is not considered an exhaustive list. It is understood that conduct not specifically listed below, but which, in the sole judgement of the Corporation, adversely affects the interests of the Corporation, may also result in corrective action. Nothing in this guideline is intended to alter the at will status of employment with the Corporation.

#### 4.2 Misconduct

Depending on the severity of the conduct, as determined by the Corporation, employees may be subject to counseling, suspension or termination, for actions including, but not limited to the following:

- Unprofessional behavior, including rudeness, or lack of cooperation;
- Conscious failure to follow instructions or Company procedures;
- Failure to follow established safety regulations;
- Insubordination;
- Dishonesty;
- Theft;
- Misuse or destruction of Corporation property or the property of another on Corporation premises, including misuse of telephone privileges and the MIS system;
- Violation of conflict of interest rules;
- Unauthorized disclosure of confidential or proprietary information;
- Falsifying or altering Corporation records;

- Interference with the work performance of others;
- Fighting on company property;
- Harassment of another;
- Use of vulgar or abusive language;
- Use, sale, possession, manufacture, dispensation, distribution, transportation or being under the influence of (including the inability to perform assigned duties safely): alcohol, illegal drugs, or other illegal substances on Corporation property or in Corporation vehicles;
- Smoking in undesignated areas of the Corporation's facilities or on other premises while conducting company business;
- Sleeping on the job or leaving the job without authorization;
- Possession of a firearm or other dangerous weapon on Corporation premises;
- Conviction of a crime that raises a threat to the safety, reputation, or well being of the Corporation, its employees, customers or property; and
- Mishandling Corporation records, including falsification of time cards and employment application forms.
- Working unauthorized overtime (applies to non-exempt employees only);
- Violation of any standards or rules established at the facility where services are performed;
- Inability to enter a designated facility for whatever reason.

#### 4.3 Attendance and Punctuality

Employees are required, as a condition of employment, to report to work on time and not to leave work early without prior approval from their immediate supervisor. Employees are expected to give timely notice to their immediate supervisor whenever they will be absent or tardy. If the supervisor is not available, employees must contact Human Resources at 1-888-494-1360.

Date Prepared: August 23, 1999  
 Prepared by: Stephen J. Chovanec, Director of Human Resources  
 Approved by:



## SECTION G: Work Environment

**FIRST  
CORRECTIONAL  
MEDICAL**

**SUBJECT: Smoking**

**GUIDELINE: G-2**

### 1. PURPOSE

To provide a clean, safe and healthy environment for all employees, visitors and guests while on Corporation facilities or any facility serviced by the corporation.

### 2. SCOPE

This guideline applies to all employees, visitors and guests while inside facilities serviced by the corporation and on Corporation premises.

### 3. DEFINITIONS

None.

### 4. GUIDELINE

The Corporation prohibits smoking inside any of the facilities it services or on its premises, including parking lots.

When at any of the facilities that First Correctional Medical services, employees shall follow the facility rules and regulations regarding smoking.

### 5. PROCEDURE

Any violations should be brought to the attention of the Human Resources Department for review and appropriate action.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION G: Work Environment

SUBJECT: Standards of Dress and Personal Appearance

GUIDELINE: G-3

FIRST  
CORRECTIONAL  
MEDICAL

### 1. PURPOSE

To establish clearly understood and reasonable guidelines concerning appropriate appearance in the workplace.

### 2. SCOPE

All regular, temporary and supplemental employees of First Correctional Medical, Inc.

### 3. DEFINITIONS

None.

### 4. GUIDELINE

#### 4.1 General

The success of First Correctional Medical depends greatly on the impact employees have on each other, our clients and the public. It is everyone's personal responsibility to observe and practice good judgement in dress and appearance, as a key part in the overall impressions created in the community.

Expensive clothing is not necessary. Rather, neatness, cleanliness, good judgement, and business-like appearance will help maintain a professional image for employees and the company. Extremes in fashion, casualness, excessive exposure and loud color combinations are inappropriate.

Although different jobs vary in the amount of customer and/or public contact, all employees are identified with First Correctional Medical, Inc. and play a positive personal role in creating a professional image.

#### 4.2 Unacceptable Attire

Although not totally inclusive, the following examples are intended to provide more specific guidance in determining unacceptable business attire. Obviously, personal good judgement will continue to be a significant guide in determining appropriate business dress.

Examples of clothing that are generally not acceptable include: shorts; narrow-cut culottes resembling shorts; pedal-pushers; stirrup pants; jeans; painter's pants; jumpsuits; sleeveless dresses without an over jacket; tank tops; tube tops or spando tops without an

overblouse; mini-skirts; garments that are all denim; see-through; unusually tight or low-cut; leotards; tee-shirts; exercise/jogging outfits, and sweatshirts. Shoes must be worn at all times. Not acceptable are: rubber beach shoes, thongs, and sandals.

#### 4.3 Personal Appearance

Cleanliness and good grooming are also important factors in projecting a professional image. Employees should use good judgement when applying make-up, cologne, perfume, hair sprays, etc., and tending to personal hygiene. The company reserves the right to prohibit the wearing of perfume or cologne.

#### 4.4 Casual Dress Day Exception

The above guidelines are relaxed on casual dress day(s). Employees may wear casual attire every Friday. Clothing that is not normally acceptable on other workdays, but would be acceptable on casual dress day(s) includes the following: nice jeans; sleeveless dresses (but not halter, strapless, or spaghetti strap style dresses); stirrup pants; jumpsuits; and sweatshirts.

However, even on casual dress day(s), the following articles of clothing are not acceptable: shorts, narrow-cut culottes resembling shorts; leotards; pedal-pushers; painter's pants; mini-skirts; garments that are see-through; unusually tight or low cut; sweatpants; tube/tank and spando tops without an overblouse; tee-shirts with inappropriate or offensive pictures or printing affixed; thongs, or any item of clothing with excessive wear, holes, etc.

### 5. PROCEDURES

Enforcement of this guideline is primarily the responsibility of the person to whom an employee reports.

Employees not complying with this guideline will be reminded of the proper appearance standard. Failure to comply, after warning, may result in being asked to leave the workplace for the purpose of changing into acceptable business dress. During this absence the employee will not be paid. Ongoing, willful non-compliance may result in disciplinary action up to and including termination.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION G: Work Environment

### SUBJECT: Drug-Free Workplace

#### GUIDELINE: G-4

**FIRST  
CORRECTIONAL  
MEDICAL**

#### 1. PURPOSE

To establish the Corporation as a drug-free workplace, in compliance with applicable federal regulations.

#### 2. SCOPE

This guideline applies to all employees, and to temporaries and contractors working for the Corporation.

#### 3. DEFINITIONS

##### 3.1 Reasonable Suspicion

Circumstances that would lead a person to reasonably believe that an individual was under the influence of drugs or alcohol. The circumstances are considered in their totality; this means physical appearance, manner of speech, breath, etc.

#### 4. GUIDELINE

To maintain a workplace free of drugs and alcohol and to discourage drug and alcohol abuse by employees.

#### 5. PROCEDURES

##### 5.1 Pre-Employment Testing

All job applicants will be drug tested before an offer of employment is made. If the test indicates a "positive" result (meaning the presence of a controlled substance was detected) without reasonable explanation, then no offer of employment will be tendered to the applicant. Further, if by error, omission or reasons deemed appropriate under the circumstances by the Company, an applicant is not drug tested before beginning employment, the Company reserves the right to perform a drug test on that employee anytime during the first year of employment with the Company. If the results of that test are "positive", the employee will be immediately terminated.

##### 5.2 Testing Based on Reasonable Suspicion

The Corporation may test for the presence of alcohol or controlled substances if there is reasonable suspicion that an employee may be affected by the use of drugs or alcohol and that the use may adversely affect the job performance or the work environment. Two different supervisors must agree that testing is required based on reasonable suspicion.



### 5.3 Drug-Free Awareness Program

The Corporation has established a Drug-Free Awareness Program that is designed to inform employees about:

- The dangers of drug abuse in the workplace;
- The Corporation's guideline of maintaining a drug-free workplace;
- The available drug counseling, rehabilitation and employee assistance programs;
- The corrective action which may be imposed for violations of this guideline.

### 5.4 Notification to Corporation

Employees are required by this guideline to notify the Corporation of any conviction under a criminal drug statute (any statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance) for a violation occurring in the workplace. This notification is required to be made not later than five (5) days after any such conviction.

### 5.5 Notification to Government

When required, the Corporation will notify the federal agency (ies) or any other entity (ies) with which it has contracts, of any employee who has been convicted under a criminal drug statute for a violation occurring in the workplace.

### 5.6 Corrective Action

#### 5.6.1 Refer to Problem Solving Guidelines.

#### 5.6.2 The management of the Corporation retains the discretion to review the following when considering the level of corrective action to be taken:

- In the sole opinion of management, the prohibited conduct did not endanger the health or safety of the employees or any other person; and
- The employee has not been involved in the sale or manufacture of illegal drugs or other controlled substance, or alcohol; and
- The employee has not been involved in the unauthorized possession, distribution, transportation, or dispensation of illegal drugs or other controlled substances, or alcohol in a quantity greater than for personal use; and
- The employee contacts the Employee Assistance Program three (3) working days after being referred by Corporation management and follows the recommendations made by Employee Assistance.

#### 5.6.3 An employee who is convicted under a criminal drug statute (any statute involving the manufacture, distribution, dispensation, use, or possession of any controlled substance) will be deemed to have violated this guideline.

## 5.7 Program Information

Employees are encouraged to contact the Human Resources Department for details regarding this guideline and the Corporation's Drug-Free Awareness and Employee Assistance Programs.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION G: Work Environment

SUBJECT: **Solicitation, Distribution and Bulletin Boards**

**FIRST  
CORRECTIONAL  
MEDICAL**

GUIDELINE: G-5

### 1. PURPOSE

To establish guidelines regarding solicitation within the workplace and the procedure to be followed when posting materials on Company bulletin boards.

### 2. SCOPE

The following guidelines apply to all regular full-time, part-time, supplemental, temporary and contracted employees of First Correctional Medical, Inc. Additionally, all other individuals occupying space within facilities where the company provides services are equally subject to the provisions of this guideline.

### 3. DEFINITIONS

None.

### 4. GUIDELINE

- 4.1 First Correctional Medical, Inc. recognizes the civic benefit of the fund raising activities sponsored by many worthwhile organizations within our community. However, while attempting to effectively perform necessary business activity, it is not possible to accommodate all interests to solicit within the workplace. Therefore, First Correctional Medical, Inc. maintains the authority to only sponsor within the workplace a limited number of solicitation activities. The Company will select those activities that maximize the overall broad scope support to the community while limiting company disruption.
- 4.2 Unauthorized solicitation of employees on company premises is strictly prohibited.
- 4.3 Solicitations seeking payments, contributions, chances, membership, signatures, funds and other familiar solicitations are not permitted on the property of First Correctional Medical, Inc. at any time by persons not employed by First Correctional Medical, Inc., or by First Correctional Medical, Inc. employees during their actual working time or fellow employee's working time.
- 4.4 The distribution of handbills, brochures, advertisements, announcements, and other such unauthorized literature is not permitted on First Correctional Medical, Inc. property by persons not employed by First Correctional Medical, Inc. or by employees during their actual working time or fellow employee's working time.
- 4.5 In addition, to preserve as much as possible an appearance consistent with the business and professional image of the organization, bulletin boards may not be used for any unauthorized solicitation of any kind. Walls and doors are not to be used for the posting

of any information/materials.

- 4.6 If an unauthorized outside party gains entrance to a Company facility, employees should contact his or her management.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:

A handwritten signature in black ink, appearing to read "S. Chovanec", written over the "Approved by:" label.

## SECTION G: Work Environment

### SUBJECT: Conflict of Interest

#### GUIDELINE: G-6

FIRST CORRECTIONAL MEDICAL
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#### 1. PURPOSE

To establish guidelines relating to any situation that involves, or may involve, a conflict between an employee's personal interests and those of the Corporation.

#### 2. SCOPE

This guideline applies to all employees of the Corporation.

#### 3. DEFINITIONS

##### 3.1 Supplier of the Corporation

Any organization that provides materials, parts or services to the Corporation, and any subcontractors.

##### 3.2 Relative

For purposes of this guideline, a relative includes: spouse, child, parent, sister, brother, aunt, uncle, niece, nephew, grandparent, grandchild, and the corresponding relationships by marriage or adoption. Also included are significant relationships, legal or defacto, which may affect the ability to objectively exercise effective management responsibilities.

#### 4. GUIDELINE

The Corporation endeavors to avoid potential negative consequences resulting from conflicts of interest between employees and the Corporation.

Possible conflicts of interest include, but are not limited to:

- Acceptance of gifts or benefits from a supplier, potential supplier, customer, or anyone with whom the employee is dealing with on behalf of the Corporation or recommends who the corporation deals with, except for advertising novelties of nominal value or a card expressing appreciation. Gifts include trips.
- Engaging in outside business activities that require personal attention or work during a scheduled workday, or involve or use any company information or equipment.
- Working for a competitor, supplier or customer of the Corporation, or engaging in self-employment in competition with the Corporation.

- Substantial interest by the employee or a relative of an employee, whether as a stockholder (or other owner) or creditor, in any enterprise that competes with the Corporation.
- Substantial financial interest by the employee or a relative of the employee, whether as a stockholder (or other owner) or creditor, in any enterprise with which the employee deals directly or indirectly on behalf of the Corporation, regardless of the volume of business transacted with such enterprise.
- Using proprietary or confidential Corporate information for personal gain.

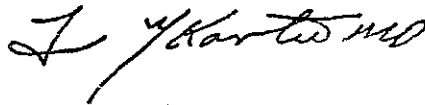
## 5. PROCEDURES

- 5.1 Employees are required to certify at the time of hire that they do not know of any facts which constitute a conflict of interest, and that they will disclose such facts upon their occurrence.
- 5.2 An employee who believes that he or she may have a potential conflict of interest, or a manager or supervisor who believes that he or she knows of an employee who may have a potential conflict of interest should disclose the potential conflict to the Human Resources Department.
- 5.3 The Human Resources Department should review the case, involving the proper managerial and/or supervisory staff as necessary, and should discuss the results of this review with the employee. If, in the sole judgement of the Corporation, a conflict of interest is found to exist, appropriate action to be taken will be determined on a case-by-case basis and will depend on the circumstances of the conflict of interest, if any.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



SECTION G: Work Environment

SUBJECT: Employment-At-Will

GUIDELINE: G-7

FIRST  
CORRECTIONAL  
MEDICAL

1. PURPOSE

To provide the Corporation and its employees an employment relationship that offers maximum flexibility.

2. SCOPE

This guideline applies to all employees of the Corporation.

3. DEFINITIONS


None.

4. GUIDELINE

- 4.1 Employees may leave the Corporation at any time, with or without cause or advance notice. The Corporation, in turn, has the right to end the employment relationship at any time, with or without cause or advance notice. Employment with the Corporation, therefore, is at-will.
- 4.2 No one other than the Chief Executive Officer has the authority to enter into any agreements for employment for any specified period of time or to make any agreement contrary to these guidelines. Any exceptions to this guideline require the prior written approval of the Chief Executive officer.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by: 

## SECTION G: Work Environment

### SUBJECT: Attendance Standards

#### GUIDELINE: G-8

**FIRST  
CORRECTIONAL  
MEDICAL**

#### 1. PURPOSE

To establish a Corporate standard of acceptable attendance.

#### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees of the Corporation.

#### 3. DEFINITIONS

None.

#### 4. GUIDELINE

##### 4.1 General

- 4.1.1 The success of First Correctional Medical, Inc. depends upon the ability of the company to compete effectively. Regular attendance and punctuality are necessary for efficient functioning of our organization. Acceptable attendance is a job requirement that all employees are expected to meet. An employee's attendance record will be considered for advancement, performance measurement and salary adjustment.
- 4.1.2 Excessive absence for medical reasons (except ADA or FMLA), even though verified or certified, does not automatically excuse the employee from performing their assigned duties and may result in corrective action.
- 4.1.3 This guideline is based on a premise of "no fault" absenteeism; that is, all incidents of absenteeism are considered, excluding the following:
  - Bereavement Leave
  - Jury, Witness Duty or Voting
  - Personal Absence Time
  - Personal Leave
  - Worker's Compensation Leave
  - Holiday Leave
  - Medical Disability or Family Leave
  - Military leave
  - Vacation

##### 4.2 Standards of Attendance



- 4.2.1 Corrective action is normally not a consideration when total hours lost are less than forty (40) hours in a rolling twelve (12) month period and when no other patterns of unacceptable attendance are present. When absenteeism exceeds this level, the employee should be placed on corrective action, according to the following:

<u>Attendance Standards</u>	<u>Levels of Action</u>
20 hours absence within a rolling 12 month period	Verbal Coaching
24 hours absence within a rolling 12 month period	2 <sup>nd</sup> Verbal Coaching
28 hours absence within a rolling 12 month period	Documented Verbal Warning
32 hours absence within a rolling 12 month period	Written Warning
36 hours absence within a rolling 12 month period	Final Written Warning
40 hours absence within a rolling 12 month period	Termination

- 4.2.2 During an employee's initial six (6) months of continuous employment, the following attendance standards apply:

<u>Attendance Standards</u>	<u>Levels of Action</u>
10 hours absence within the six (6) month period	Verbal Coaching
14 hours absence within the six (6) month period	Documented Verbal Coaching
16 hours absence within the six (6) month period	Written Warning
18 hours absence within the six (6) month period	Final Written Warning
20 hours absence within the six (6) month period	Termination

- 4.2.3 Individual consideration may be given for unusual circumstances such as major illness, accident or surgery. In these cases, special consideration must be approved by the appropriate Department Vice President in conjunction with Human Resources,

in order to waive corrective action. An employee's overall previous attendance record may be part of the consideration process.

- 4.2.4 When an employee is placed on corrective action, regardless of the action level, restrictions imposed by the corrective action will remain in effect for ninety (90) calendar days or longer should the problem behavior persist.
- 4.2.5 Should an employee complete the 90 day period without progressing to the next level of corrective action, they will be removed from formal corrective action. Subsequently, should an absence occur, the employee will be moved to the appropriate level of corrective action based upon the number of hours missed during the twelve (12) months immediately preceding that absence.
- 4.2.6 Should, after one year from the date of the most recent corrective action, an employee's attendance record improve to a fully acceptable level of attendance, management may request, on behalf of the employee, to remove the corrective action from the active personnel file into a Human Resources confidential file. However, should the employee's attendance again become a problem, the confidential information may be used in assessing and ongoing pattern of behavior.

#### 4.3 Standards of Punctuality

Employees are required to be at work at their scheduled starting time. Repeated tardiness may result in corrective action. Break periods are generally scheduled by supervisors. adherence to break and lunch schedules is also evaluated when rating punctuality.

#### 4.4 Patterns of Absence

Patterns of tardiness, leaving early without prior approval, or other patterns of absenteeism that indicate unacceptable attendance may result in corrective action not necessarily limited to the corrective action steps outlined in 4.2.1 and 4.2.2.

### 5. PROCEDURES

#### 5.1 Monitoring of Attendance

- 5.1.1 Attendance is monitored on the basis of a rolling twelve (12) month period worked, by calendar day. In the case of an employee with six (6) or fewer months of continuous service, absences should be measured against the standards outlined in Section 4.2.2.
- 5.1.2 Absenteeism is monitored on the basis of total hours lost. However, patterns of tardiness, leaving early, or other patterns of absenteeism that indicate unacceptable attendance will be addressed on an individual basis as indicated in Section 4.4.

#### 5.2 Responsibility for Monitoring

- 5.2.1 Individual attendance records should be monitored for each employee by the immediate supervisor. Each instance of absenteeism or tardiness should be noted, as well as any corrective action taken. The Supervisor should carefully monitor attendance on an ongoing basis, coaching employees early if a pattern of absenteeism develops which may indicate a potential problem. Each step of the

corrective action procedure, beyond documented verbal warning, should be coordinated with the Human Resources Department to ensure that the proposed action is appropriate and supported by documentation.

5.2.2 Prior to discussing with the employee, originals of all documents pertaining to a written warning and all subsequent corrective action steps should be approved, in writing, by the employee's management through Director level, and the Human Resources Department. The employee should sign the corrective action document as an acknowledgement of receipt. Originals should then be forwarded to the Human Resources Department for placement in the employee's personnel file.

5.2.3 Should an employee's absenteeism rate decrease after receiving corrective action, this improvement should be documented, and the employee encouraged to continue this positive performance. However, a recurrence of the problem may result in further corrective action without necessarily having to repeat steps previously taken.

### 5.3 Reporting of Absence by Employee

In each case of absence, the employee must notify their immediate supervisor or, if unavailable, other department management, within the first hour of the employee's scheduled workshift.

### 5.4 Failure by Employee to Report Absence

5.4.1 Failure on the part of the employee to report their daily absence from work in a timely manner as required in Section 5.3 may result in corrective action. Repeated occurrences of this problem may result in immediate termination.

5.4.2 Failure on the part of the employee to report for the entire day without notice may result in corrective action. Typically this results in a final written warning.

5.4.3 Employees who are absent for three (3) or more consecutive days without notice are considered to have voluntarily resigned from the company.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION G: Work Environment

SUBJECT: Car or Cellular Phones

GUIDELINE: G-9

**FIRST  
CORRECTIONAL  
MEDICAL**

### 1. PURPOSE

To establish guidelines for reimbursement of expenses related to business use of car/cell phones.

### 2. SCOPE

This guideline applies to all employees of First Correctional Medical, Inc.

### 3. DEFINITIONS

None.

### 4. GUIDELINE

#### 4.1 General

The Corporation recognizes the business efficiencies that can be gained through proper use of automobile or cell telephones. To maximize efficiency and minimize costs, the use for corporate purposes shall be strictly controlled.

### 5. PROCEDURES

#### 5.1 Requisition of Equipment

First Correctional Medical, Inc. does not require employees to install or purchase automobile or cell phones. Consequently, all costs associated with purchase, installation, or deinstallation of car or cell phones are the responsibility of the employee.

#### 5.2 Reimbursement of Actual Telephone Call Expense Charged by The Telephone Company

5.2.1 The Company shall reimburse authorized employees for necessary business related calls only. No personal calls or calls that could have been delayed until a less expensive call method was available shall be reimbursed.

Only authorized employees may submit car or cell phone expenses. A Car/Cell Phone Use Authorization Form must be approved by the functional manager, the functional Vice President and the Chief Operations Officer of the Company and submitted to Accounts Payable to authorize reimbursement. This process need not be repeated unless an employee's job function changes.

5.2.2 The billing address used by the telephone company for all automobile or cell phone expenses should be the employee's home address. In no case should telephone bills be sent directly to the Company. Upon receipt of the telephone bill, employees should identify which calls were made for business purposes and attach the detailed itemized bill to an expense form for management approval. Following approval by the individual to whom they report, the employee should submit the expense form to accounts payable for reimbursement.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION G: Work Environment

SUBJECT: Telephone Usage

GUIDELINE: G-10

**FIRST  
CORRECTIONAL  
MEDICAL**

### 1. PURPOSE

To establish guidelines for business and personal use of telephones within the workplace.

### 2. SCOPE

This guideline applies to all employees of First Correctional Medical, Inc.

### 3. DEFINITIONS

None.

### 4. GUIDELINE

#### 4.1 General

The Corporation clearly recognizes the business need for telephone utilization and will provide telephone availability whenever assessed to be necessary. Additionally, the Corporation recognizes that personal circumstances may require employees to occasionally communicate telephonically with individuals outside the company on non-business related issues. However, to manage the significant costs of telephone usage, the Company will apply controls to prevent all unnecessary or excessive utilization.

### 5. PROCEDURES – Business Related Calls

- 5.1 Department management should assess each employee's business related need for a telephone to be located at the employee's work station. Management should only recommend a telephone when clearly required by the job function. When telephone service is requested, justification based on specific requirements must be signed by the department Vice President and submitted to MIS User support.
- 5.2 Standard telephone service for employees through the Manager level will permit local calling only. If long distance service is required, the department Vice President must sign and submit a justification detailing the level of access required and the reasons for the request.
- 5.3 Many of our vendors and suppliers offer toll-free 800 numbers. Request these numbers and use them. Under no circumstances should our provider and member 800 numbers be provided to outside vendors and suppliers. These numbers are available for the sole use by First Correctional Medical, Inc. providers and members only.

- 5.4 All local business contacts, customers, providers, etc., should utilize our local business numbers. Local numbers should also be included in all publications. The use of toll-free 800 numbers should be limited to business contacts outside the local calling area.

6. PROCEDURES – Personal Related Calls

- 6.1 Personal non-business related calls, both outgoing and incoming, impact the company in several ways. Outgoing calls, including local service, result in increased telephone usage expense. Obviously, long distance calling can increase telephone expense significantly. personal calls of any type tie up lines normally used for business purposes and limit available service to our customers. Additionally, time spent on personal calls can significantly reduce employee productivity. To minimize this impact, personal calls should be closely controlled.
- 6.2 Where pay telephones have been installed in our facilities, employees should utilize them whenever possible when making non-emergency personal telephone calls.
- 6.3 All non-business related long distance and toll calls should be made from available pay telephones or they should be billed to the employee's home number (using a personal calling card, etc.) In no instances should personal long distance or toll calls be billed to the Company. Employees using company phones to make personal long distance calls subject themselves to disciplinary action up to and including dismissal.
- 6.4 If it becomes necessary to place outgoing, or receive incoming personal calls at telephones designated for business purposes, the length of the conversation should be kept to a minimum in order to maximize telephone availability for business purposes.
- 6.5 When personal calls are necessary, they should be made during rest breaks, lunch periods or before/after working hours whenever possible.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION G: Work Environment

SUBJECT: Office and Communications Systems Security

GUIDELINE: G-11

**FIRST  
CORRECTIONAL  
MEDICAL**

### 1. PURPOSE

To establish guidelines for the use of company-owned office and communications equipment.

### 2. SCOPE

This guideline applies to all employees and persons performing work or doing work for the Corporation as independent contractors, consultants or through temporary employment agencies.

### 3. DEFINITIONS

Office and communications equipment includes, but is not limited to the following:

- Personal Computers
- Mainframe Computers
- Laptop, Notebook and Subnotebook Computers
- Telephones
- Facsimile (Fax) Machines
- Typewriters
- Copiers
- Computer Printers
- Computer Software and Hardware
- Modems
- Dictation Equipment

### 4. GUIDELINE

#### 4.1 Use for Business Purposes/Company Access, Review, Deletion and Disclosure

Office and communications equipment are company property and must be used and maintained according to company rules and regulations. This equipment is made available solely for employees to conduct job-related business for the company. The Company has the sole authority to decide who has access to company equipment and who should be connected to computer, voice and other company systems. The use of any software and/or office equipment for any private or non-business purpose is strictly prohibited.

While using company property, including but not limited to computers, E-mail and voice mail, EMPLOYEES DO NOT HAVE ANY EXPECTATIONS OF PRIVACY and should conduct themselves appropriately with this in mind. As this equipment is to be used solely to conduct company business, the company may monitor such equipment, for business purposes only, with or without notice to the employees. The business purpose for such



monitoring is to ensure that the equipment is being used for business purposes only. And to protect the company property and personnel. The term "monitor" includes the review, audit, interception, access, retrieval, examination and disclosure of E-mail messages, voice-mail messages and other files. Such monitoring will be conducted at the sole discretion of the company.

#### 4.2 Access to Equipment

Employee access to computer equipment is strictly limited to those employees who are authorized, and who have been issued a user ID and password. All user ID's and passwords are the property of the Corporation, and employees are not authorized to use a password that has been issued to another employee. Passwords must be changed periodically (every 180 days) for system security purposes. Employees issued ID's and passwords must treat them confidentially. The use of personal passwords does not provide users with any additional expectation of privacy.

#### 4.3 Software Licensing

Copying of software without authorization is a violation of U.S. copyright law, which is a crime punishable by a fine of up to \$250,000 and imprisonment for up to five (5) years. The software installed on the Company's computers is licensed to the company. Licensing generally falls under two groups – (1) software licensed for installation to one computer only; and (2) software licensed to be installed on a limited group of computers.

The company prohibits copying, transferring or otherwise using software in violation of the license agreement. Software includes, but is not limited to, fonts, icons, device drivers, utilities, applications and operating systems. Employees are also prohibited from installing unlicensed or unauthorized (i.e. from home, etc.) software in company computers, or copying company-licensed software to give away, sell, or install in non-company computers.

The company reserves the right to immediately remove any unauthorized software found on company computers. Prior to installing software on company computers, employees are expected to ensure that the licensing agreement permits the installation. Further, employees may not copy or send files through the use of modems to an unauthorized computer system. This policy does not prohibit the creation of an archive backup copy if allowed by the software license.

If an employee becomes aware of any illegal copying of software within the company, they should contact his/her department management, the Information Technology department or the Human Resources department immediately.

#### 4.4 Electronic Mail Software

Electronic Mail Software consists of any one of several packages that may be in use at First Correctional Medical, Inc. They may include, but are not limited to: ALL-IN-ONE E-Mail; cc:Mail; VMS Mail, and HP Desk. These software packages allow end users to send and receive electronic messages over data communication networks.

#### 4.5 Electronic Mail Messages

Electronic mail messages will be excluded from all system backup procedures when technically feasible. All electronic mail messages are to be deleted after 30 calendar days. Deletion of messages may occur automatically, but if not, it is the responsibility of the end user to take the necessary steps to remove messages from the system after 30 calendar days.

#### 4.6 Copyrighted Information

Use of the E-mail, copiers or other systems to copy and/or transmit any documents, software, or other information protected by copyright laws is prohibited.

#### 4.7 Etiquette

Electronic mail messages, voice mail messages and other system information may be read by someone other than the party for whom the information or message is intended and may even someday have to be disclosed to outside parties or a court in connection with litigation. Accordingly, messages must be courteous, professional and businesslike. Use of the e-mail, voice mail, copiers, fax machines, and other systems to engage in any communications that are in violation of company policy, including, but not limited to transmission of defamatory, obscene, offensive or harassing messages, or messages that disclose personal or confidential business information without authorization, is prohibited.

#### 4.8 Log Out Procedures

When leaving computer screens unattended, employees are expected to "log out" to prevent unauthorized access.

#### 4.9 System Security/Confidentiality

Employees are expected to safeguard the information contained in company computers from anyone who does not have a need to know. Confidential information should not be sent over the internet.

Company confidential information should never be transmitted or forwarded to outside individuals or companies not authorized to receive that information and should not even be sent or forwarded to other employees inside the company who do not need to know the information. Care should always be used in addressing e-mail messages to make sure that messages are not inadvertently sent to outsiders or the wrong person inside the Company. In particular, exercise care when using distribution lists to make sure that all the addressees are appropriate recipients of the information. Mailing lists should be kept current.

In addition, all employees are required to carefully guard or protect the confidentiality of any electronic mail messages sent to or received by company attorneys. Do not forward messages to or from company attorneys to anyone else without the attorney's authorization.

#### 4.10 Disciplinary Action

Unauthorized viewing and/or disclosure of information in company computers or other violations of this policy may result in disciplinary action up to and including discharge from the company.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by:



## SECTION G: Work Environment

### SUBJECT: Zero Tolerance Workplace Violence

#### GUIDELINE: G-12

**FIRST  
CORRECTIONAL  
MEDICAL**

#### 1. PURPOSE

To provide a workplace for employees that is free from violence, intimidation and harassment, in accordance with Federal and State law requiring a safe and healthy working environment. Preventing and controlling workplace violence is a company priority.

#### 2. SCOPE

This guideline applies to all employees, temporary employees, independent contractors, vendors, clients and other company visitors while under company jurisdiction. The company recognizes that many of its employees routinely work away from company premises and property. This guideline is intended to cover behaviors while "on the job" whether on or off company property and premises.

#### 3. DEFINITIONS

##### 3.1 General

Workplace violence includes, but is not limited to, acts of violence, aggression, intimidation, harassment, verbal threats, and otherwise threatening behavior while at work or while interfacing with an employee at work. This also includes behavior that suggests a propensity towards violence, which can include belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of Company property, or a demonstrated pattern of refusal to follow Company policies and procedures.

##### 3.2 Weapon

Weapon is defined as an instrument, article or substance which, under the circumstances in which it is used, or threatened to be used, is readily capable of causing physical injury or death.

#### 4. POLICY

The company is committed to providing a work environment that is free from violence. To accomplish this, the company has adopted a policy of "zero tolerance" for workplace violence. That is, any acts of violence, whether extreme acts of violence, or less severe acts including threats, intimidation or harassment, are not tolerated by the company. Carrying of weapons is strictly prohibited. Defacing company property or causing physical damage to facilities is also strictly prohibited. The company will be the sole determiner of whether the expressed behavior constitutes an act of workplace violence under this guideline. The company will not tolerate acts of violence by its employees nor will it tolerate acts of violence against its employees by other employees or by non-employees (e.g. patients, vendors, clients, temporary employees,

independent contractors, etc.). As part of this guideline, the Company seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to the occurrence of any violent behavior.

## 5. PROCEDURES

### 5.1 Employee Acknowledgement and Agreement

As a condition of employment (or as a condition of on-going employment if already employed), all employees must sign a statement acknowledging that they understand the company's "zero tolerance" workplace violence policy and must agree to refrain from acts of workplace violence while employed by the company. At the sole discretion of the company, employees may be asked to periodically recertify their understanding of this guideline and agree to refrain from acts of workplace violence. If asked by the company, this recertification is also a condition of on-going employment. Employees who refuse to agree to acknowledge or adhere to this guideline will be considered to have immediately resigned voluntarily from the company.

### 5.2 Employee Responsibility to Report

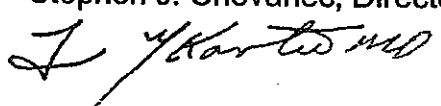
It is the responsibility of every employee to report any acts of workplace violence, or potential acts of workplace violence, to the Human Resources Department as soon as possible for investigation and appropriate handling. Failure on the part of any employee to report an act or potential act of workplace violence, or to cooperate with an investigation into a possible workplace violence situation, may subject the employee to disciplinary action up to and including termination of employment. No employee will be retaliated against by the company for expressing good faith concerns about any threat or act of workplace violence.

### 5.3 Investigations

The company will conduct workplace violence investigations in a confidential manner, including only those persons who a) have potential knowledge regarding the situation, or b) otherwise have a need to know or, c) have been requested by the company to render a professional assessment or service as part of the investigation (e.g. psychiatric providers, legal counsel, etc.)

### 5.4 Violations

Any violation of this policy will subject the violating party to disciplinary action, Up to and including employment termination. The appropriate level of action to be taken with the employee is at the sole determination of the company.

Date Prepared: August 23, 1999  
Prepared by: Stephen J. Chovanec, Director of Human Resources  
Approved by: 

## SECTION H: Problem Solving Procedures

### SUBJECT: Coaching and Corrective Action

**FIRST  
CORRECTIONAL  
MEDICAL**

#### GUIDELINE: H-2

#### 1. PURPOSE

To establish procedures to assist employees to achieve and maintain satisfactory job performance and conduct.

#### 2. SCOPE

This guideline applies to all regular full-time and regular part-time employees of the Corporation below the level of Director.

#### 3. DEFINITIONS

##### 3.1 Conduct - Related Deficiency

Applies to an employee who violates company guidelines related to conduct on the job. Examples of conduct-related deficiencies include, but are not limited to, cases where an employee fails to adhere to attendance or dress code guidelines, acts in an unprofessional manner or is insubordinate, harasses another employee, abuses telephone privileges, etc. and is more specifically discussed as set forth in Section G-1.

##### 3.2 Job Performance - Related Deficiency

Applies to an employee who fails or is unable to satisfactorily meet job performance expectations. Examples of job performance-related deficiencies include cases where the employee fails to meet quality or productivity expectations, fails to meet deadlines, displays insufficient job knowledge, etc.

#### 4. GUIDELINE

##### 4.1 General

- 4.1.1 In circumstances where an employee's conduct or job performance indicates a problem or deficiency exists or may be developing, "coaching", or providing employees with constructive suggestions and support, should be given to enhance job performance, or to prevent a potential problem area from growing in scope of significance.

Such discussions should be conducted by the supervisor in a constructive manner, involving a joint, interactive, problem-solving approach. Frequently, one or two coaching sessions may result in resolution of the issue in a positive and timely manner.

- 4.1.2 If the coaching session with the employee does not resolve the problem or deficiency continues, more serious action, including written documentation, may be required, as outlined in Sections 5.1 and 5.2.
- 4.1.3 In general, coaching and corrective action should be progressive in nature, with the consequences clearly becoming more serious if the problem or deficiency persists. The company reserves the right to take immediate disciplinary action without first coaching, depending on the circumstances.

## 5. PROCEDURES

### 5.1 Progressive Corrective Action Steps for Conduct-Related Deficiencies

If it becomes clear that coaching efforts have not been effective in resolving conduct-related deficiencies, the following additional steps are suggested in an effort to assist the employee in successfully correcting the deficiency.

#### 5.1.1 Documented Verbal Warning

A document informing the employee in writing of conduct-related deficiencies. It is signed and dated by the employee and supervisor and retained in the supervisor's department file.

#### 5.1.2 Written Warning

A document informing the employee that insufficient progress has been made in remedying the deficient conduct or attendance. Additionally, the employee is informed that termination of his or her employment may result if the problem is not corrected.

The document is signed and dated by the department management through Director-level and Human Resources prior to discussion with the employee. Once signed by the employee, it is retained in the employee's personnel file in Human Resources.

Typically, written warnings are in effect for 90 calendar days. During this time period, the employee is not eligible to bid on open positions and any paid overtime worked must be authorized in advance by the Department Director. In addition, the employee's annual merit review date is adjusted, equal to the amount of time specified in the warning.

#### 5.1.3 Final Written Warning

A document informing the employee of his or her final opportunity to remedy the conduct-related deficiency prior to termination of employment. The procedures for a final written warning are the same as a written warning, as stated above.

### 5.2 Progressive Corrective Action Steps for Job Performance Deficiencies

If the employee is not demonstrating satisfactory job performance after normally sufficient training and coaching has occurred, the following additional steps are suggested to improve job performance.

### 5.2.1 Job Performance Improvement Plan

A document explaining the problem or deficiency, including an outline of expected results. This plan is typically for a period of 30 to 90 calendar days, depending on the nature and severity of the job performance deficiency.

The document is signed and dated by the employee and supervisor and retained in the supervisor's department file. Typically, this step precedes a corrective action plan except where the severity of the deficiency warrants immediately proceeding to the corrective action plan step.

### 5.2.2 Corrective Action Plan

A document outlining the problem or deficiency and plan of action to remedy the deficiencies in order to satisfactorily meet job performance expectations. This plan is typically in effect for 90 calendar days. The corrective action plan document is signed by department management through Director level and Human Resources prior to discussion with the employee. Once the employee has signed, it is retained in the employee's personnel file in Human Resources.

While on a corrective action plan, the employee is not eligible to bid on open positions and paid overtime must be approved by the department Director. In addition, the employee's annual merit review date is adjusted, equal to the amount of time the employee is on the corrective action plan.

Termination of employment may occur if the employee does not satisfactorily meet performance expectations at the end of the plan, or if acceptable progress is not demonstrated while on the plan.

## 5.3 Suspension

5.3.1 Suspension may be appropriate in situations including, but not limited to, the following:

- To remove an employee or employees from the premises to alleviate the effects of extreme behavior or,
- To remove an employee from the work place pending the outcome of an investigation into possible misconduct or neglect of work duties.

5.3.2 Suspension is typically without pay unless the results of an investigation prove favorable to the employee.

5.3.3 The supervisor must obtain the approval of the department Vice President and Human Resources management prior to suspending an employee, except where genuine emergency situations arise and the supervisor is prevented from obtaining approvals.

## 5.4 Exceptions to Progressive Corrective Action

Situations may occur where the seriousness or severity of an employee's behavior



are cause for accelerated corrective action or employment termination. These situations include, but are not limited to:

- Harassment
- Physical violence or attempted bodily harm to another
- Theft
- Threatening or abusive language, or actions
- Improper use or destruction of company property
- Making a threat of damage to company property
- Carrying fire arms or dangerous weapons onto company property or while on company business
- Insubordination
- Failure to comply with an order, rule, regulation or guideline of the company.
- Reporting for work or engaging in company business while under the influence of alcohol, intoxicants or illegal controlled substances
- Possession, sale, transportation, and/or use of illegal controlled substances on company property or in company vehicles
- Intentionally stopping or interfering with work activities
- Falsifying corporate records, including time sheets
- Unauthorized disclosure of confidential or proprietary information
- Knowingly engaging in or being employed in business likely to conflict with company business
- Unprofessional conduct
- Failure to follow establish safety regulations
- Dishonesty
- Significant neglect of work duties
- Sleeping on the job
- Leaving the work premises without authorization during scheduled work hours

#### 5.5 Termination of Employment

All involuntary terminations of employment require the approval of Human Resources management prior to taking action with the employee. In cases where Human Resources management is not immediately available, the employee should be suspended. Refer to Section 5.3.

#### 5.6 Relationship of Progressive Corrective Action and At-Will Employment

**First Correctional Medical, Inc. recognizes corrective action as a sound business practice. However, employees of First Correctional Medical, Inc. are employees at will. Nothing in this guideline is intended to interfere with or limit in any way the right of First Correctional Medical to terminate the employment of any employee at any time or for any reason. Nothing in this, or any other guideline, is intended to confer upon any employee any right to continue in the employment of First Correctional Medical for any period of time.**

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by: *I. Hartman*

## SECTION H: Problem Solving Procedures

SUBJECT: Open Door Guideline

FIRST  
CORRECTIONAL  
MEDICAL

GUIDELINE: H-1

### 1. PURPOSE

To encourage employees to address their work-related concerns through informal and open communication.

### 2. SCOPE

This guideline applies to all employees of the Corporation.

### 3. DEFINITIONS

None.

### 4. GUIDELINE

The Corporation encourages employees to address their work-related concerns informally with their immediate supervisors, the Human Resources Department or any other supervisor or manager of their choice.


### 5. PROCEDURES

- 5.1 The Corporation believes that work-related concerns are best addressed through informal and open communication.
- 5.2 Employees should address their work-related concerns with their immediate supervisors as soon as possible after the dates of the event(s) upon which the concerns are based.
- 5.3 ALTERNATIVELY, if employees believe that their immediate supervisors are not the appropriate persons with whom to raise such matters, they are encouraged their concerns to the attention of the Human Resources Department or to any other supervisor or manager within the organization.
- 5.4 All concerns expressed to a supervisor or manager that indicate the Corporation's guideline on Equal Employment Opportunity may not have been complied with should promptly be brought to the attention of the Human Resources Department by the supervisor after informing the employee of this obligation.
- 5.5 The Corporation will endeavor to keep all expressions of concern by employees, subsequent investigations, and the terms of resolutions confidential, releasing such information only to those who, in the Corporation's judgement, should be informed.

5.6 The Human Resources Department will be involved in all investigations resulting from employee concerns.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by: 

## SECTION I: Termination of Employment

### SUBJECT: Termination and Exit Interviews

FIRST  
CORRECTIONAL  
MEDICAL

#### GUIDELINE: I-1

##### 1. PURPOSE

To establish termination procedures for employees who leave the Corporation. This guideline does not supersede the guidelines on Employment-At-Will.

##### 2. SCOPE

This guideline applies to all employees of the Corporation.

##### 3. DEFINITIONS

###### 3.1 Voluntary Termination

An employee is considered to have voluntarily terminated his or her employment with the Corporation when the employee: (a) resigns from the Corporation; (b) fails to return from an approved leave of absence; or (c) fails to report to work without notice to his or her supervisor or Human Resources for three (3) work days within any twelve (12) month period.

###### 3.2 Involuntary Termination

An employee may be involuntarily terminated with or without cause, and with or without prior notice. Termination for cause may include: poor performance, misconduct, or other violations of the Company's standards or standards of conduct.

##### 4. GUIDELINE

The Company provides all employees leaving the company with their final paycheck in a timely manner (consistent with applicable law), informs them of their privileges concerning continuing and converting their benefits, and when appropriate, conducts exit interviews.

##### 5. PROCEDURES

###### 5.1 Termination Paperwork

The employee's supervisor will process all termination actions, including appropriate paperwork. All relevant documentation including the reason for the termination, and other pertinent data, should be forwarded to Human Resources. Time sheets should be immediately forwarded to the Payroll Department by the supervisor to facilitate payment of the final paycheck.

###### 5.2 Final Paycheck

Employees who are terminated by the Corporation are entitled to all earned wages and accrued vacation time at the time of their separation. In the case of a voluntary termination, employees will receive a paycheck for all earned wages on the date of their departure, provided they have given at least 72 hours prior written notice of intention to resign. Employees who have not provided at least 72 hours prior written notice will be paid all earned wages no later than 72 hours after the termination. The Corporation will not pay any business expenses due the employee until all outstanding expense reports have been submitted and approved.

### 5.3 Exit Interviews

Exit interviews should be conducted by the Human Resources Department or an employee's supervisor. During the exit interview, the employee will be advised of his or her insurance status and continuing benefits, conversion privileges, etc., and given the final paycheck if the provisions of Section 5.2 above are met. The employee is required to turn in ID badges, keys, the Employee Handbook, and other Corporation documents and property.

### 5.4 Benefits

#### 5.4.1 Group Insurance

Coverage on all Corporation-paid insurance benefits (medical, prescription drug Vision, dental, life, short-term disability) ceases at the end of the last day of the month in which the termination becomes effective. Employees have the right to continue their insurance benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

#### 5.4.2 401(k) Plan


Eligibility to participate in the Corporation-sponsored 401(k) Plan ceases, based on the provisions of the plan, on the effective date of the termination. Employees receive a payout on their 401(k) plans in accordance with regulations governing such plans.

#### 5.4.3 Vacation

All unused accrued vacation benefits will be paid to the employee at the time they receive their final paycheck, in accordance with the guidelines covering paid vacations.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by: 

## SECTION I: Termination of Employment

SUBJECT: Release of Information on Employees and Former Employees

FIRST  
CORRECTIONAL  
MEDICAL

GUIDELINE: I-2

### 1. PURPOSE

To establish procedures governing the release of information about employees and former employees.

### 2. SCOPE

This guideline applies to all personnel-related information pertaining to all current and former employees.

### 3. DEFINITIONS

#### 3.1 External Party

Anyone who is not an employee of the Corporation or a designated, approved consultant whose representation of the Corporation has been verified by the Human Resources Department.

### 4. GUIDELINE

4.1 Upon receipt of a request for information about an employee or former employee from an external party, the following information will be released: (in the absence of a formal written request signed by the employee or former employee)

- Date of Hire;
- Job Title(s) held;
- Employment Status (i.e. regular full-time, regular part-time, or supplemental); and
- Date of Separation (if applicable);
- Final Rate of Pay, if specifically authorized by the employee.

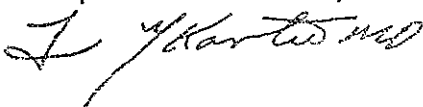
4.2 Letters of recommendation written by current or former supervisors on behalf of former employees are not sanctioned by the Corporation.

### 5. PROCEDURES

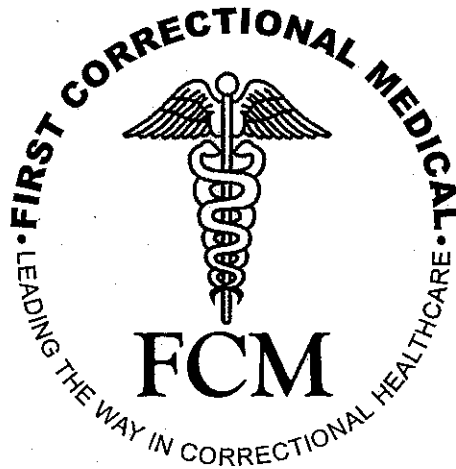
Requests for information about employees and former employees should be forwarded to the Human Resources Department for handling and response. Responses should only be released by the Human Resources Department. If the employee or former employee about whom the inquiry has been made submits a written request that information in addition to that outlined above be released to the external party, the information released by the Human Resources Department will be provided in writing, with a copy maintained in the employee's personnel file.

Date Prepared: August 23, 1999

Prepared by: Stephen J. Chovanec, Director of Human Resources

Approved by: 





## New Employee Orientation Agenda

# **First Correctional Medical New Employee Orientation Agenda (Required for All Employees)**

## **TOPICS COVERED**

Welcome and Introductions  
History of Company  
Company Vision  
Key Personnel  
Company Policies in Brief  
Pay and Benefits  
Performance Reviews  
Other Resources  
Required Paperwork  
Summary

## **HISTORY OF FIRST CORRECTIONAL MEDICAL**

When Founded  
Where First Correctional Medical Operates  
Where First Correctional Medical Fits in the Overall Picture

## **COMPANY VISION**

Mission Statement  
Vision and Goals  
Range of Services Provided  
How First Correctional Medical Is Growing

## **KEY PERSONS**

Organization Chart  
Key Company Executives  
Chain of Command – First Correctional Medical  
Chain of Command – Custody Staff  
Staff Resources in the Facility  
Staff Resources at Corporate Headquarters

## **COMPANY POLICIES**

Code of Ethics  
Company Handbook  
Expectation of Employees  
Standards of Dress and Personal Appearance (varies by facility)

Security (varies by facility) – When You Break the Rules  
Drug-Free Workplace and Random Drug Testing  
Zero Tolerance of Sexual Harassment  
Internal Job Bidding  
Zero Tolerance of Workplace Violence  
Equal Opportunity and Affirmative Action  
Smoking (varies by facility)  
Attendance Standards  
Telephone Usage  
Office and Computer Security  
Conflict of Interest  
Confidentiality of Records  
Confidentiality of Company Documents and Procedures  
Coaching and Corrective Action  
Termination and Exit Interviews  
Employment-at-Will

## **PAY AND BENEFITS**

Compensation Determination  
Working Hours and Pay Practices  
Overtime  
Time Reporting, Pay Date Schedule, and Salary Administration  
Eligibility for Benefits  
Reporting Illness or Absence/Sick Leave  
Vacation Leave  
Jury Duty, Witness Duty and Voting  
Bereavement Leave  
Continuing Education Reimbursement  
401(k) Plan  
Disability Pay  
Open Enrollment  
Life Insurance  
Health Insurance  
Dental Insurance  
Vision Insurance  
Pre-Tax Benefits  
Holidays  
Military Leave of Absence  
Personal Leave of Absence  
Family Medical Leave Act (FMLA)  
Inclement/Hazardous Weather

## **PERFORMANCE REVIEWS**

Purpose of Reviews  
Frequency and Timing of Reviews  
How the Process Works

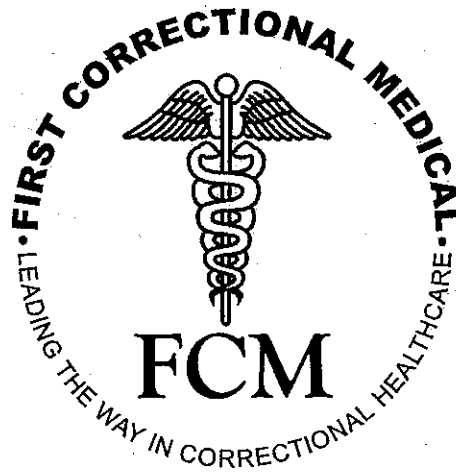
## **OTHER RESOURCES**

Company Handbook  
Company Policies and Procedures Manuals  
Contact Points for Each Area

## **REQUIRED PAPERWORK**

Background Clearance  
Application and Résumé  
Licenses and Identification  
Position Description  
Confidentiality Agreement  
Health Items (TB, Hepatitis, Physical)  
Benefits Enrollment Forms  
Time Frame for Paperwork

## **SUMMARY**



## Orientation Curriculum

Attachment 19

# FIRST CORRECTIONAL MEDICAL

## PRE-SERVICE ORIENTATION

POSITION: Register Nurse (RN)- License Practical Nurse (LPN)

FACILITY: \_\_\_\_\_ EMPLOYEE NAME: \_\_\_\_\_ PRECEPTOR: \_\_\_\_\_ START DATE: \_\_\_\_\_

Assumptions: The applicant has already completed new employee orientation. If further instruction or follow up is needed; the preceptor must make the arrangements and complete follow up. The checklist must be completed and return to the Health Service Administrator and the Director of Education prior to the employee assuming full shift responsibility.

Purpose: The purpose is to prepare the FCM employee to assume an active role.

Objective: The objective is to prepare the nurse in becoming familiar with the day-to-day operations.

TRAINING TOPICS	Training Time	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
FACILITY TOUR & INTRODUCTIONS					
MANUALS					
A. FCM Policy and Procedures					
B. Bio hazard Waste Plan					
C. NAACH Standards					
D. ACA Standards					
MEDICAL					
A. Filing Procedures					
B. Chart Layout					
C. Transfers & Clearances					
D. Clinic Appointments & KYTES					
E. Medical records sign out slips					
INTAKES					
A. Forms & Documentation					
B. PPD Testing					
C. Ectoparasitic Control					
1. Males					
2. Females					
D. Pregnancy Testing					

TRAINING TOPICS	TRAINING TIME	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
F. Medications					
G. Follow-up Appts. / Chronic Care					
<b>GENERAL CLINIC</b>					
A. Transcription of Orders					
B. Shift Report					
C. 24-hour Shift Assignments					
D. Communication Book					
E. Mid-Level/Provider Lines					
G. Treatment Line					
I. Chronic Care Clinics					
J. Pre-segregation Physicals					
K. Kitchen Clearances					
L. Special Diets					
<b>LABORATORY</b>					
A. Lab log & Requisitions					
B. Scheduling					
E. Specimen Refrigerators					
F. Daily Segregation Rounds					
<b>RADIOLOGY</b>					
A. X-ray log & Requisitions					
B. Clearances					
C. Scheduling					
<b>SICK CALL</b>					
A. Sick Call Requests					
B. Nurse Sick Call					
1. Triage Requests					
2. Schedule or Respond					
C. Nursing Protocols					
D. Documentation/Log					
E. Referral Appointments					
<b>PHARMACY</b>					
A. Med Carts					
B. KOP/DOIT Meds					
C. Unit dose Meds					
D. OTC Meds & Protocol					
E. Ordering					
F. Inventory/PAR Levels					
G. Formulary / non-formulary					
J. Controlled Substance Count					
K. Night Locker/Stock Meds					

TRAINING TOPICS	TRAINING TIME	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
L. Med. Administration Records					
P. Monthly Expiration Checks					
Q. Quarterly Audits					
<b>EMERGENCIES</b>					
R.N. Supervisor					
B. On-site Emergencies - Man-Down-Bag					
C. Emergency Contact Numbers					
1. Medical Emergency					
2. Mental Health Emergency					
3. Dental Emergency					
D. On-call Schedules					
1. Medical					
2. Dental					
3. Mental Health					
4. H.S.A./Nursing Supervisor					
E. Forms & Documentation					
F. Logs					
G. Coordinating Off-site Transfers					
1. Facility Van					
2. Ambulance					
3. Air/Evac					
I. Role of Security					
J. Notification Procedures					
<b>OBSERVATION BEDS</b>					
A. Admission Authority					
B. Documentation					
C. Frequency of Checks					
D. Call light system					
E. Suicide Watch Rooms					
<b>SPECIALTY OFF-SITE CONSULTS</b>					
A. Consult forms					
B. Logs and notification					
C. Optometry					
1. VA Parameters					
2. Receipt of Spectacles					
<b>INFECTION CONTROL</b>					
A. Infection Control Introduction					
C. TB/INH Clinic					
D. Reportable Diseases					
E. PPD Log					



TRAINING TOPICS	TRAINING TIME	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
F. FCM Employee Health					
G. Officer Immunizations					
H. HIV Testing					
I. Annual Vaccinations					
J. Employee Health Education					
K. Officer Health Education					
L. Occupational Exposure					
<b>MENTAL HEALTH</b>					
A. Available services					
B. Suicide Watch Procedures					
C. Psychiatric Restraints					
D. On-duty Notification					
E. Off-duty Notification					
F. Emergencies					
G. Intake Screening Form					
H. Observation Form					
I. Mental Health Referral Form					
<b>QUALITY MANAGEMENT</b>					
A. Quality Management Introduction					
B. Risk Management					
C. Performance Improvement					
D. Quality Assurance					
<b>UNIT MANAGEMENT TOPICS</b>					
A. Payroll - Time Cards					
B. Disciplinary Process					
1. Verbal Consultation					
2. Written Consultation					
3. Formal Disciplinary Action					
C. Harassment					
D. Job Description					
E. 120 day probation					
F. Yearly Evaluation					
G. Name badge					
H. Scheduling					
I. FCM Chain of Command					
J. Dress Code					
K. Narcotic Count					
L. Sharps Count					

TRAINING TOPICS	TRAINING TIME	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
M. Bulk Supplies					
N. Role of the Medical CO					
O. Crash Cart and Daily Check					
P. AED and Daily Check					
Q. Refrigerators (3) and Daily Checks					
R. Man-Down-Bag and Daily Check					
S.					
T.					
U.					

Employee Name (Print)

\_\_\_\_\_

Employee Name (Signature)

\_\_\_\_\_

Date

\_\_\_\_\_

Facility

\_\_\_\_\_

Preceptor Name (Print)

\_\_\_\_\_

Preceptor Name (Signature)

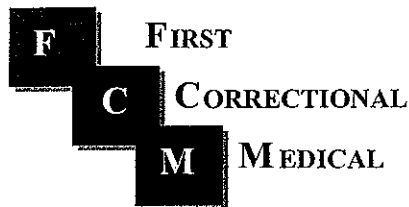
\_\_\_\_\_

Date

\_\_\_\_\_

Facility

\_\_\_\_\_



## Procedure: Welch-Allen 12 Lead ECG Machine

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Facility: \_\_\_\_\_

VALIDATION: Must be completed within the initial orientation period.

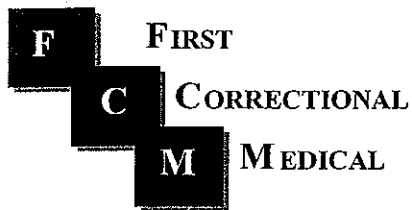
1. Meet critical behaviors on skill performance checklist for machine setup, electrode attachment, ECG recording, trouble shooting, cleaning and documentation.
2. Repeat skill validation yearly.

The above employee has demonstrated under my supervision adequate performance of the skills related to the stated procedure at this time.

Signature and title: \_\_\_\_\_ Date: \_\_\_\_\_

Critical Indicators:

Screen Display	Skilled	Needs Improvement	Comments or Action Plan
1. Overview and other functions	Subject Review		
2. Key board			
3. Back panel			
4. Side panel			
5. Basic System Setting			
Electrode Attachment and Pre-recording	Skilled	Needs Improvement	
1. Electrode placement - handout			
2. Application to patient			
3. Skin resistance			
4. Lead off indicator			
5. MTA (employee) identification			
6. Patient data entry			
Recording of Resting ECG	Skilled	Needs Improvement	
1. Recording	Subject Review		
2. Print screen			
3. Automatic setting			
4. Automatic recording			
5. Demo recording -handout			
Data storage and Transmission	Skilled	Needs Improvement	
1. Data management	Subject Review		
2. Data transmission			
3. Error messages			
Maintenance, Test and Troubleshooting	Skilled	Needs Improvement	
1. Replacing paper			
2. Cleaning - machine and cables			
3. Test - checking patient cables			
4. Electrical interference			
Completed Test	Skilled	Needs Improvement	
1. Chart documentation	Subject Review		
2. Physician read procedure			
3. Abnormal ECG procedure			



## Procedure: AED – External Automatic Defibrillator

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Facility: \_\_\_\_\_

VALIDATION: Must be completed within the initial orientation period.

1. Meet critical behaviors on skill performance checklist for machine self test, patient preparation, trouble shooting, cleaning, and mandatory daily checks.
2. Repeat skill validation yearly.

The above employee has demonstrated under my supervision adequate performance of the skills related to the stated procedure at this time.

Signature and title: \_\_\_\_\_ Date: \_\_\_\_\_

### Critical Indicators:

Introduction	Skilled	Needs Improvement	Comments or Action Plan
1. Indications			
2. Indications in the correctional environment			
3. Patient criteria			
4. Contraindications			
Equipment	Skilled	Needs Improvement	
Battery			
PC data card			
3. Automatic self test			
Patient Preparation and Application	Skilled	Needs Improvement	
1. On – Off button			
2. Pad application			
3. Pad expiration date and reorder process			
4. Patient analysis			
5. Shock advised			
6. Initiating or stopping CPR			
7. Manual overdrive			
Trouble Shooting Machine	Skilled	Needs Improvement	
1. Error conditions			
2. Possible causes			
3. Corrective action			
Cleaning	Skilled	Needs Improvement	
1. Guidelines			
Daily Monitor QC	Skilled	Needs Improvement	
1. QC tool			
2. Video			

**PRE-SERVICE ORIENTATION****POSITION: Medical Records Clerk (Medical Records, Consults, Unit Secretary)**

FACILITY: \_\_\_\_\_ EMPLOYEE NAME: \_\_\_\_\_ PRECEPTOR: \_\_\_\_\_ START DATE: \_\_\_\_\_

Assumptions: The applicant has already completed new employee orientation. If further instruction or follow up is needed; the preceptor must make the arrangements and complete follow up. The checklist must be completed and return to the System Coordinator and the Director of Operations prior to the employee assuming full shift responsibility.

Purpose: The purpose is to prepare the FCM employee to assume an active role.

Objective: The objective is to prepare the medical records clerk in becoming familiar with the day-to-day operations.

TRAINING TOPICS	Training Time	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
<b>MANUALS</b>		HSA or Designee		Read and sign review form located in the inside of each manual	
A. FCM Policy and Procedure					
B. Bio-hazard Waste Plan					
C. NCCHC Medical Records Standards					
E. ACA Medical Records standards					
<b>Employees</b>					
A. Staffing Pattern					
B. Hours of Operation					
C. Job Descriptions					
D. Performance Evaluations					
E. Cross training					
F. Open positions					
G. Disciplinary Process (Systems)					
1. Verbal Consultation					
2. Written Consultation					
3. Formal Disciplinary Action					
H. Overtime authorization					
<b>ORDERING PROCEDURE</b>					
A. Chart forms					
B. Numbers					
C. Dividers					
D. Office supplies					
E. Sharps (scissors)					

TRAINING TOPICS	Training Time	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
<b>CHART</b>					
A. Chart order					
B. Filing system					
C. Record storage					
D. Release records - keep/store					
E. Archives					
F. Loose filing					
G. Sign out procedure					
H. Pulling clinic charts					
I. Lost charts					
<b>CONSULT OFFICE</b>					
A. Preferred provider list					
B. Contracted facilities					
C. Facility case managers					
D. Consult form					
E. Procedure					
F. Contract authorization numbers					
G. After hour numbers					
H. Procedure estimates					
I. Professional fees					
J. Consult log					
K. ER log					
L. Monthly reports					
M. Distribution - reports					
<b>BILLING AND AUDITS</b>					
A. Billing log					
B. UB-92 and 1500 claim form					
C. Approval procedure					
D. Denial procedure					
E. Contract dispute procedure					
F. Monthly audits/ reports					
G. Dental billing					
H. Optometry billing					
I. Medical billing					
J. Bill processing					
<b>SICK CALL</b>					
A. Sick Call Requests (KYTES)					
B. Nurse Sick Call					
1. Triage Requests					
2. Schedule or Respond					
C. Call out slips					

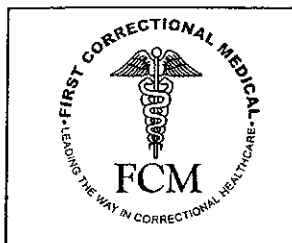
TRAINING TOPICS	Training Time	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
E. Referral Appointments					
<b>EMERGENCIES</b>					
A. Emergency Contact Numbers					
1. Medical Emergency					
2. Mental Health Emergency					
3. Dental Emergency					
B. On-call Schedules					
1. Medical					
2. Dental					
3. Mental Health					
4. H.S.A./Nursing Supervisor					
C. Forms & Documentation					
D. Logs					
E. Coordinating Off-site Transfers					
1. Facility Van					
2. Ambulance					
3. AirEvac					
F. Role of Security					
G. Notification Procedures					
<b>Transportation</b>					
A. Custody Staff and security					
B. Contact phone numbers					
C. Transportation appointment book					
D. Transportation paperwork					
<b>Optometry Line</b>					
A. Consult forms					
B. Logs and notification					
C. Optometry					
1. VA Parameters					
2. Receipt of Spectacles					
D. Visual Acuity guidelines					
On site Speculate Clinic					
A. Specialty services					
B. Consult procedures					
C. Appointment log					
<b>Mental Health</b>					
A. Available services					
B. On-duty Notification					
C. Off-duty Notification					
D. Emergencies					

TRAINING TOPICS	Training Time	PRECEPTOR SIGNATURE/DATE	EMPLOYEE SIGNATURE/DATE	ADDITIONAL TRAINING DATE	COMMENTS
Management Topics					
A. Telephone Protocol					
B. Payroll - Time Cards					
C. Harassment					
D. Yearly Evaluation					
E. Scheduling					
F. Facility Chain of Command					
G. FCM Chain of Command					
H. Dress Code					
I.					
J.					

Employee Name (Print) \_\_\_\_\_ Employee Name (Signature) \_\_\_\_\_ Date \_\_\_\_\_ Facility \_\_\_\_\_

Preceptor Name (Print) \_\_\_\_\_ Preceptor Name (Signature) \_\_\_\_\_ Date \_\_\_\_\_ Facility \_\_\_\_\_





## Registered Nurse Core Competencies

Name:		Department:		Title:		
		120 Day Review      Annual		Registered Nurse		
<p><b>NOTE:</b> This is a guideline for technical competencies necessary for a safe working environment. This supplements other continuing educational staff development/educational programs and PI monitoring programs.</p>						
<b>LEGEND:</b> A. Review Policy B. Direct Observation C. Video Review/Testing D. Skills Lab E. Demonstration/Verbalization F. Other: _____		<i>Demonstrates Proficiency in Performing Technical Procedures Safely.</i>		<b>LEVELS OF PERFORMANCE</b> n/a <b>Not Applicable</b> 1 <b>Needs Assistance</b> Little or no experience 2. <b>Minimal Assistance</b> Some experience 3. <b>Perform Independent</b> <b>Competent/Experience</b>		
Date	How Met	Initials		Standard	Level of Performance	
		Employee	Preceptor		Self Eval	Preceptor
				<b>ENVIRONMENT OF CARE</b> 1. Safety – Unit specific & facility wide safety risk 2. Security – Process for minimizing risk 3. Haz Mat Waste – Emergency procedure for spills - MSDS 4. Life Safety - Role in fire drills – response to fire		
				<b>INFECTION CONTROL</b> 1. Bloodborne Exposure OSHA Manual 2. Location / use of personal protective equipment 3. Employee Health P&P		
				<b>QUALITY MANGEMENT – Performance Improvement</b> 1. Employee Accident Injury Report 2. Incident Reports 3. Quality Management Indicators 4. Performance Improvement Projects		
<b>Registered Nurse Core Competencies</b>						
				1. PPD vaccination and interpretation		
				2. Blood draw and use of centrifuge		
				3. AED		
				4. Glucose monitoring equipment		
				5. Urine drip stick		
				6. Oxygen tank and regulator		
				7. Thermometer		
				8. Suction apparatus		
				9. Pulse oximeter		
				10. EKG machine (12 lead set up)		
				11.		
Employee Signature and Title:						Date
						Date
Preceptor Signature and Title:						